Food Surveillance System

FOOD STANDARDS AGENCY

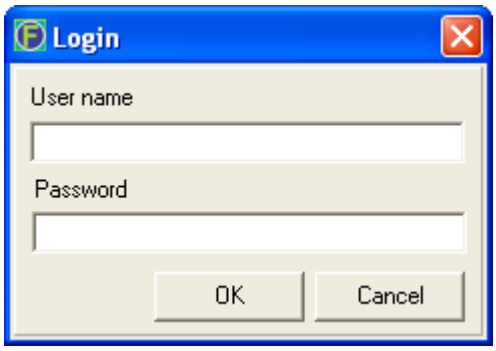
Version 4 Animal Feed User Guide

USING THE FOOD SURVEILLANCE SYSTEM

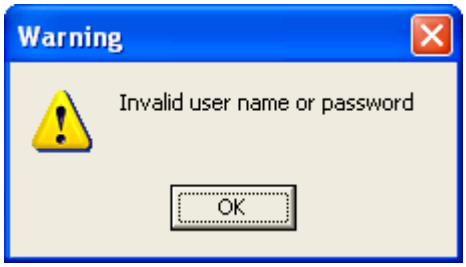
Starting the application

To open the application double click the FSS icon on your desktop

After running the program you will see the following security login screen.



You will need to enter a valid **Username** and **Password** to continue running the application, otherwise the following warning message will be displayed.



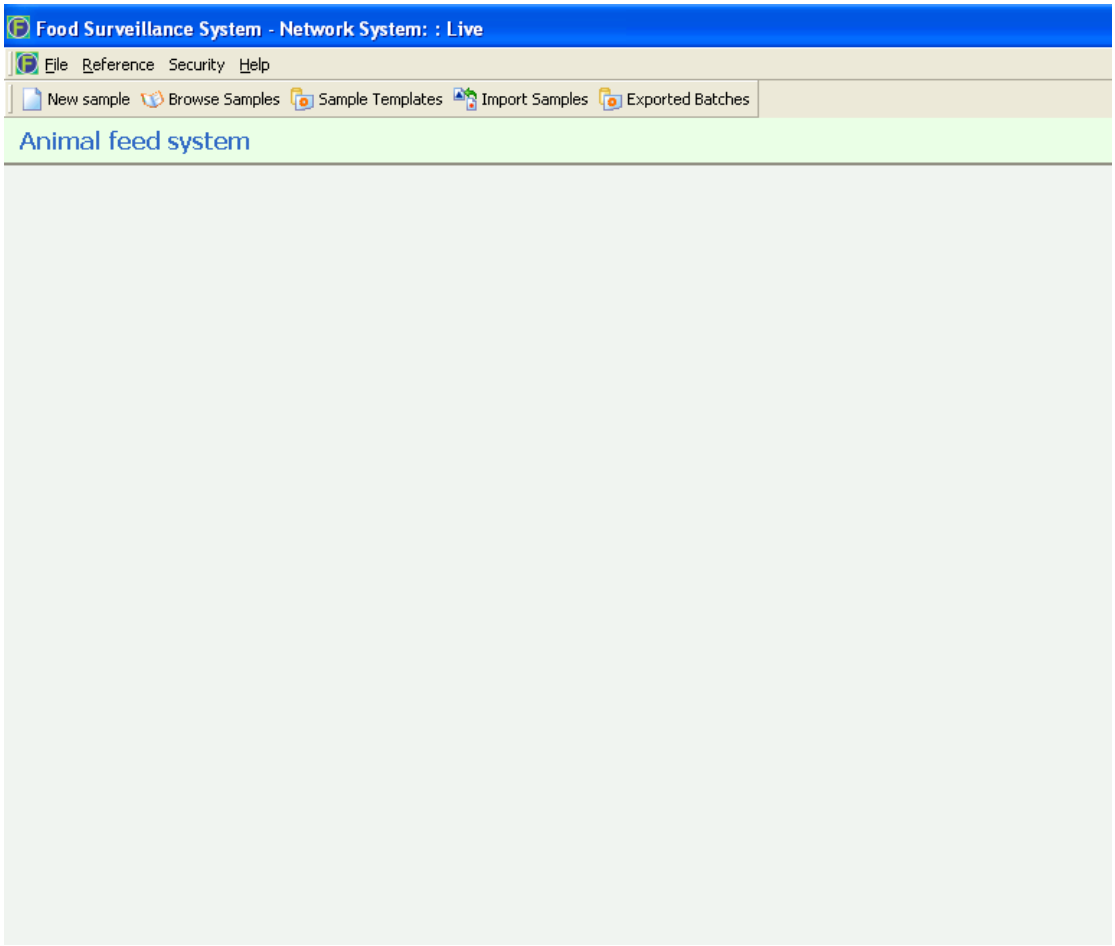
After entering a valid **User name** and **Password**, you will see the application introduction screen.

Once this screen appears you can either enter into the **Food** or **Animal Feed** Module using the radio select buttons. (the application remembers your choice so you do not have to keep selecting) In your case you select **Animal Feed.**

Select either **Live** or **Training** to enter the main screen. The **Live** connection is used when inputting real data into the system. The **Training** connection can be used when entering dummy data for training other colleagues and for users to familiarise themselves with the system, then click **OK.**

Main Screen

The Main screen is shown below



Menus can be accessed from the top of the screen and clicking on the following buttons can access common functions. These can also be accessed in the **File** menu.

New Sample	Used to enter a new sample into the system
Browse Samples	Used to view samples that are in the system
Sample Templates	Used to View/Edit/Create sample template
Import Samples	Used to import samples with results into the System
Exported Batches	Used to re export samples and view batch detail

Shortcut Keys & Handy Tips

The application follows standard Windows design concepts.

[TAB]	Moves forward from the current control to the next in the tab order
[SHIFT][TAB]	Moves back to the previously selected control
[CTRL][TAB]	Moves forward to the next data-entry screen
[F2]	Close currently open form
[F4]	Open a lookup dialog for the selected field
[F5]	New Record
[F6]	Edit selected record
[F7]	Save with validation to record being edited / inserted
[F8]	Save without validation to record being edited / inserted
[F9]	Previous data-entry screen
[F10]	Next data-entry screen

The data-entry screens can be completed in any order.

Press **F9** and **F10** to move from one data-entry screen to the next (or use mouse button to click data-entry screen tabs)

All drop down/reference fields are identified by the ▼

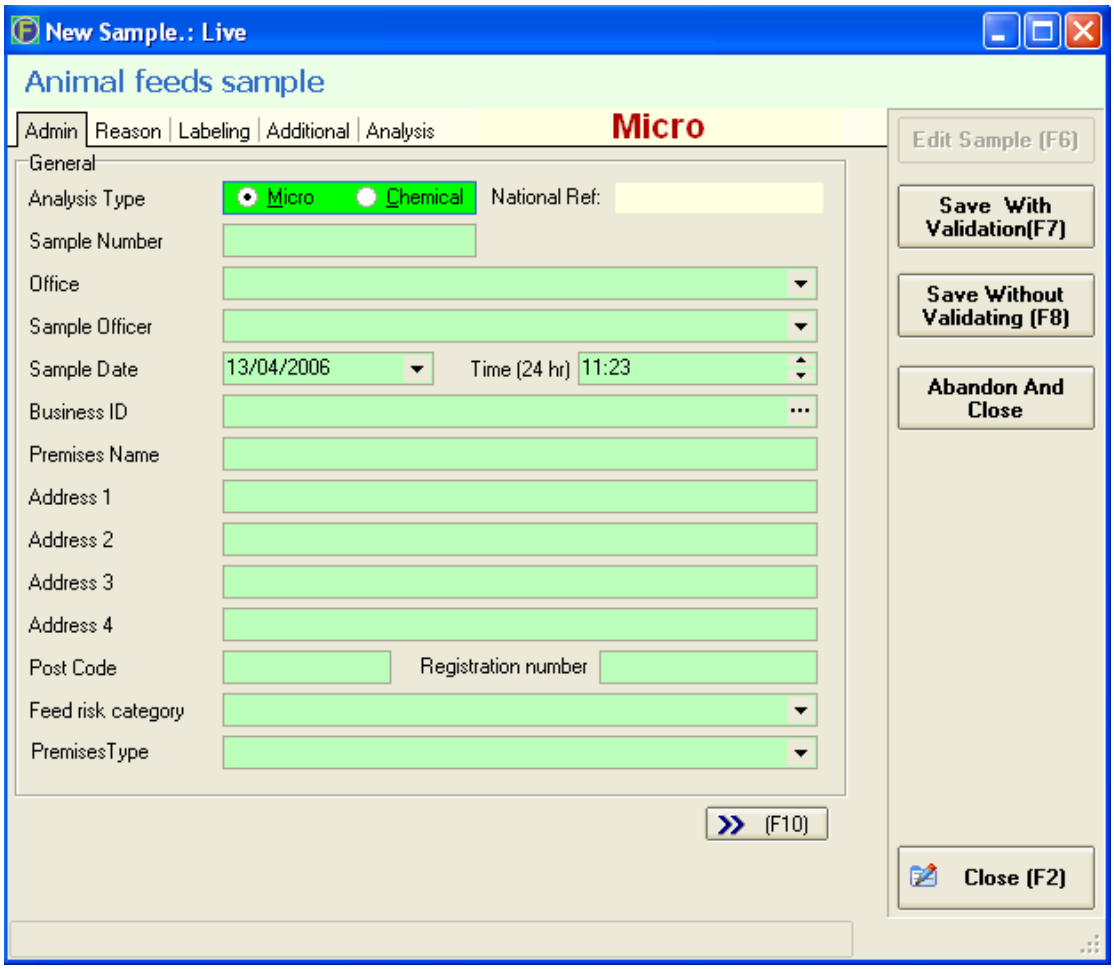
Use the mouse to click on this drop down field or press the **ENTER** key

Use the tab key **(⇆)** to move through all data-entry fields

New Animal Feed sample

Accessed by clicking on the **New (Animal Feed)** button from the **Main Screen**.

Administration (Animal Feed)



Analysis type	Select **Micro** (Microbiological) or **Chemical** option by clicking on either or on the radio button to their left.
National Ref	Unique sample reference number allocated by the FSS application.
Sample Number	Use this space if you wish to continue using your own reference
Office	Select from drop down menu - **See reference table**
Sample Officer	Select from drop down menu - **See reference table**
Sample Date	Defaults to the current date but if necessary this can be edited by typing in required date.

Sample Time	Defaults to the current time but if necessary this can be edited by typing in required time. (24 Hr)
Business ID	Select from drop down list – This data has to be imported**.** Once imported into FSS and a business is selected, the **Premises Name**, **Addresses** and **Feed risk category** will populate automatically. This field can be left blank and the **Premises Name** and **Addresses** typed in manually. The **Feed risk category** can be selected from the drop down list.
Premises Name	See Business ID
Address1	See Business ID
Address2	See Business ID
Address3	See Business ID
Address4	See Business ID
Post Code	See Business ID
Registration number	Add feed hygiene registration/approval number
Feed Risk Category	Select from drop down list or see Business ID
Premises Type	Select from drop down list.

Food Premises
The field order of this file is as follows:

BusinessID
PremiseName
Address1
Address2
Address3
Address4
PostCode
Food Safety Risk Category Code
PremiseType Code
Food Standards Risk Category Code

Food Safety Risk Category Code:
A
B
C
D
E

Premises Type Code:
A (Primary Producers)
B (Slaughterhouses)
C (Manufacturers/processors)
D (Packers)
E (Importers/Exporters)
F (Distributors/Transporters)
G (Retailers)
H (Restaurants and other Caterers)
I (Materials and Articles Manufacturers and Suppliers)
J (Manufacturers mainly selling by retail)

Food Standards Risk Category Code:
There is now a change from the old standard of H (high), M (medium) and L (low) to the new standard of A, B & C. FSSNet Version 4 has moved to A, B & C

An example file:
A001,Greggs,144 Sauchiehall Street,Glasgow,,,G3 6LN,A,J,A
A002,Tecso,200 Argyle Street,Finnieston,Glasgow,,G5 7LA,E,J,B
A003,Safeway,300 Argyle Street,Finnieston,Glasgow,,G5 7LN,B,G,C

Feed premises field order

BusinessID
PremiseName
Address1
Address2
Address3
Address4
PostCode
Feed Risk Category
PremiseType Code
Registration number

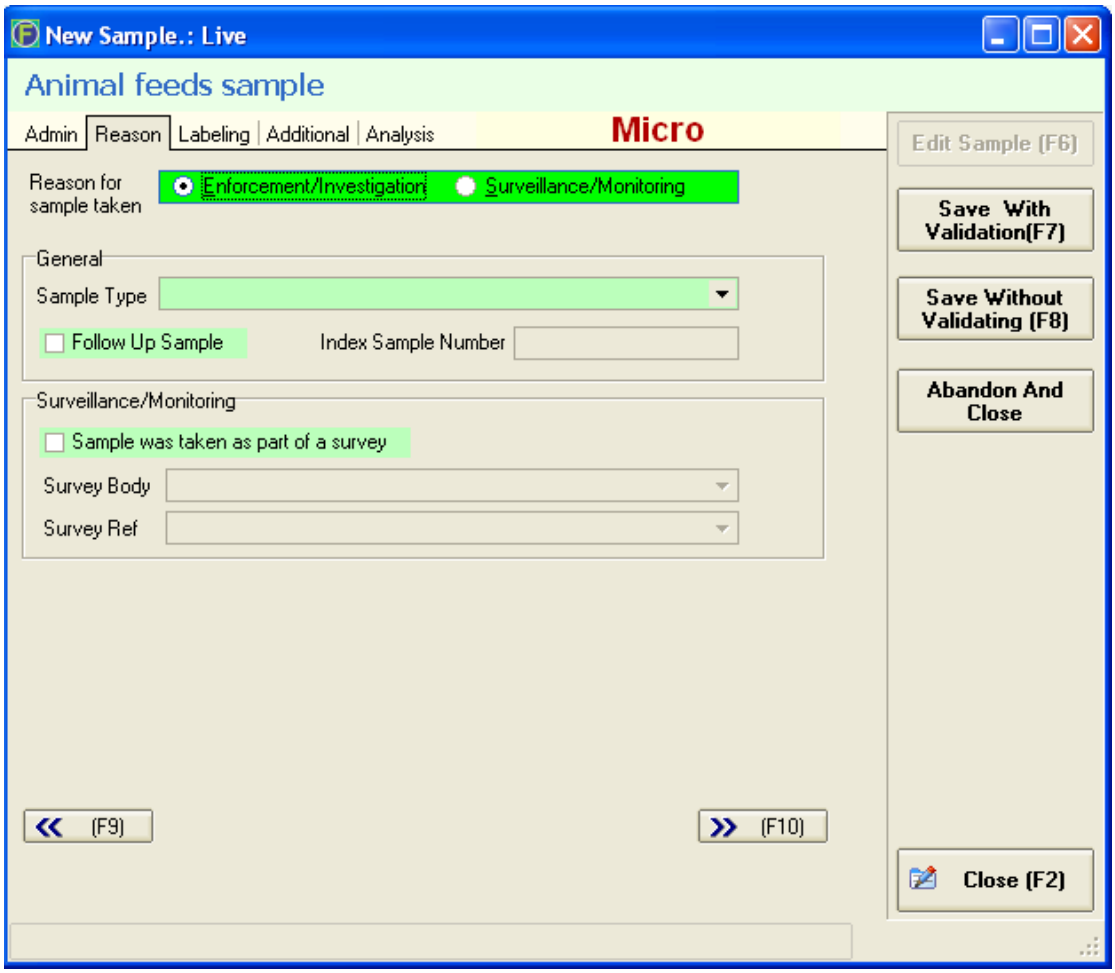
Feed Risk Category:
H (High)
M (Medium)
L (Low)

Premises Type Code:
K (Producers of feed materials)
L (Stores of feed materials)
M (Manufacturers of compound feed stuffs)
N (Importers and representatives of establishments in third countries)
O (Intermediaries, distributors and retailers)
P (Manufacturers of additives and premixtures)
Q (Animal farms)
R (Other feed businesses)

e.g.
11402,One Stop,,110 South Road,Taunton,Somerset,TA1 3BP,H,K,123245
1691,One Stop,,126 Wordsworth Drive,Taunton,Somerset,TA1 2HJ,M,L,M
28940,Thorntons,,21 Old Market Centre,Taunton,Somerset,TA1 2AT,L,M,12536
19549,Ireson's,,2a St. James Street,Taunton,Somerset,TA1 1JH,H,L,34776

Enforcement (Animal Feed)

Click on the **Reason** tab next to **Admin** at the top to access this screen. Select **Enforcement/Investigation** by clicking on it and checking the radio button.



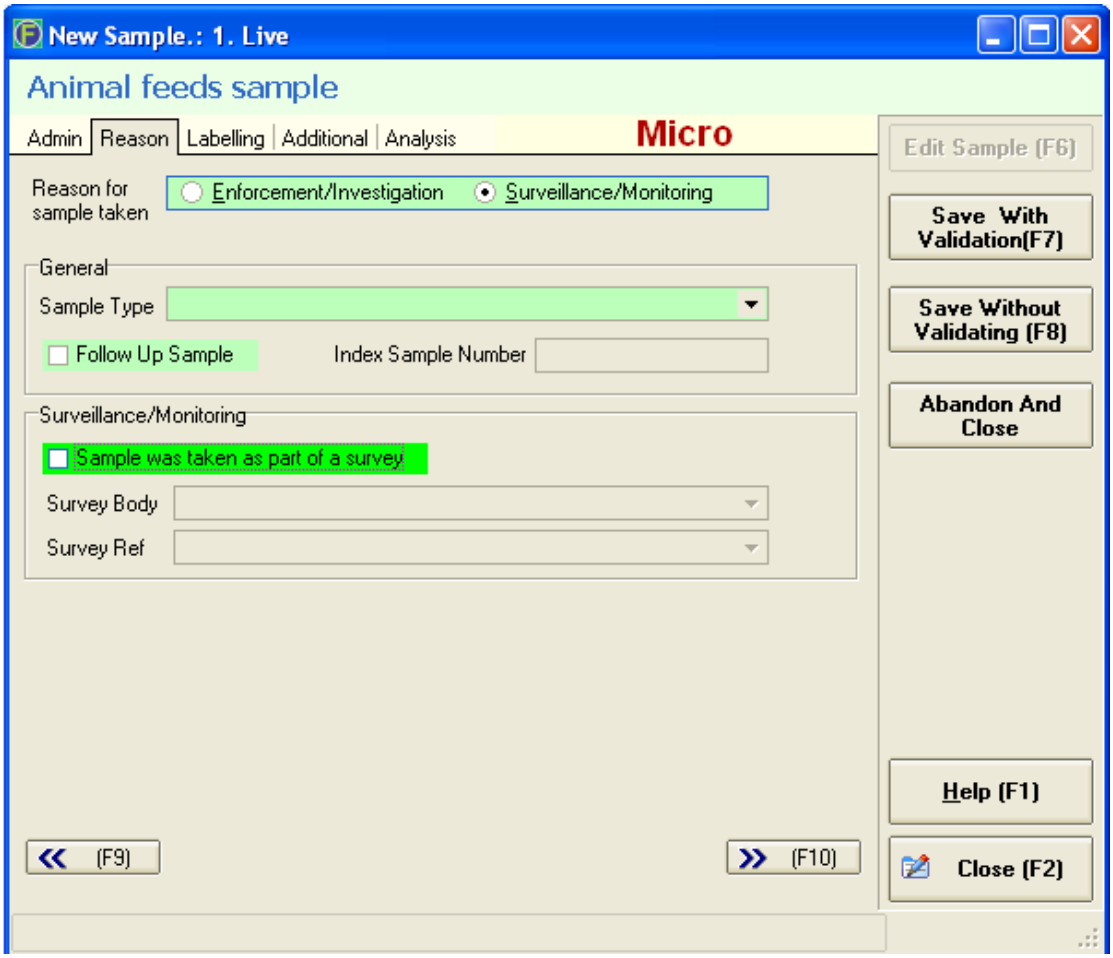
Sample Type — Select from the drop down list. The **Formal** choice will apply to those feed products that have been sampled in accordance with statutory requirements (see appendix B).

Follow Up Sample — Click with mouse to select

Index Sample Number — If **Follow Up Sample**, enter Sample Number or **NOT KNOWN**

Surveillance (Animal Feed)

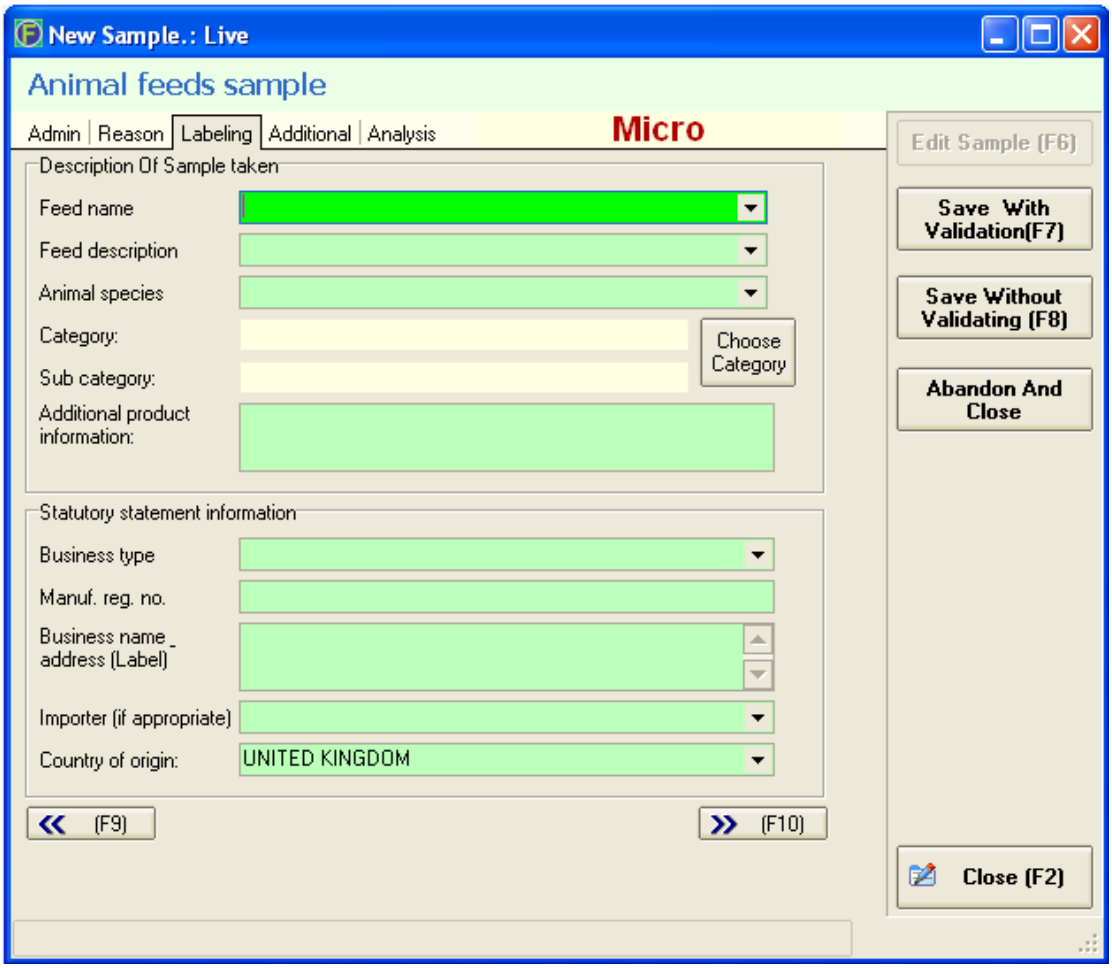
Click on the **Reason** tab next to the **Admin** tab at the top to access this window**. Select** Surveillance/Monitoring **by clicking on it and checking the radio button.**



Sample Type	Select from the drop down list –See Appendix B
Follow Up Sample	Check the tick box if **follow up sample**
Index Sample Number	If **follow up sample** type in **index sample number** if known
Sample was taken as part of a survey	Check the tick box to select
Survey Body	If survey sample, select survey body from drop down list
Survey Reference	If survey sample type in reference details

Labelling (Animal Feed)

Click on the **Labelling** tab next to the **Reason** tab at the top to access this window.



Feed Name — Freetext field – Brand/Trade name

Feed Description — Freetext field – Name/Description required by the Feedingstuffs Regulations 2005

Animal Species — Select the animal type from drop down list

Category — Click on the

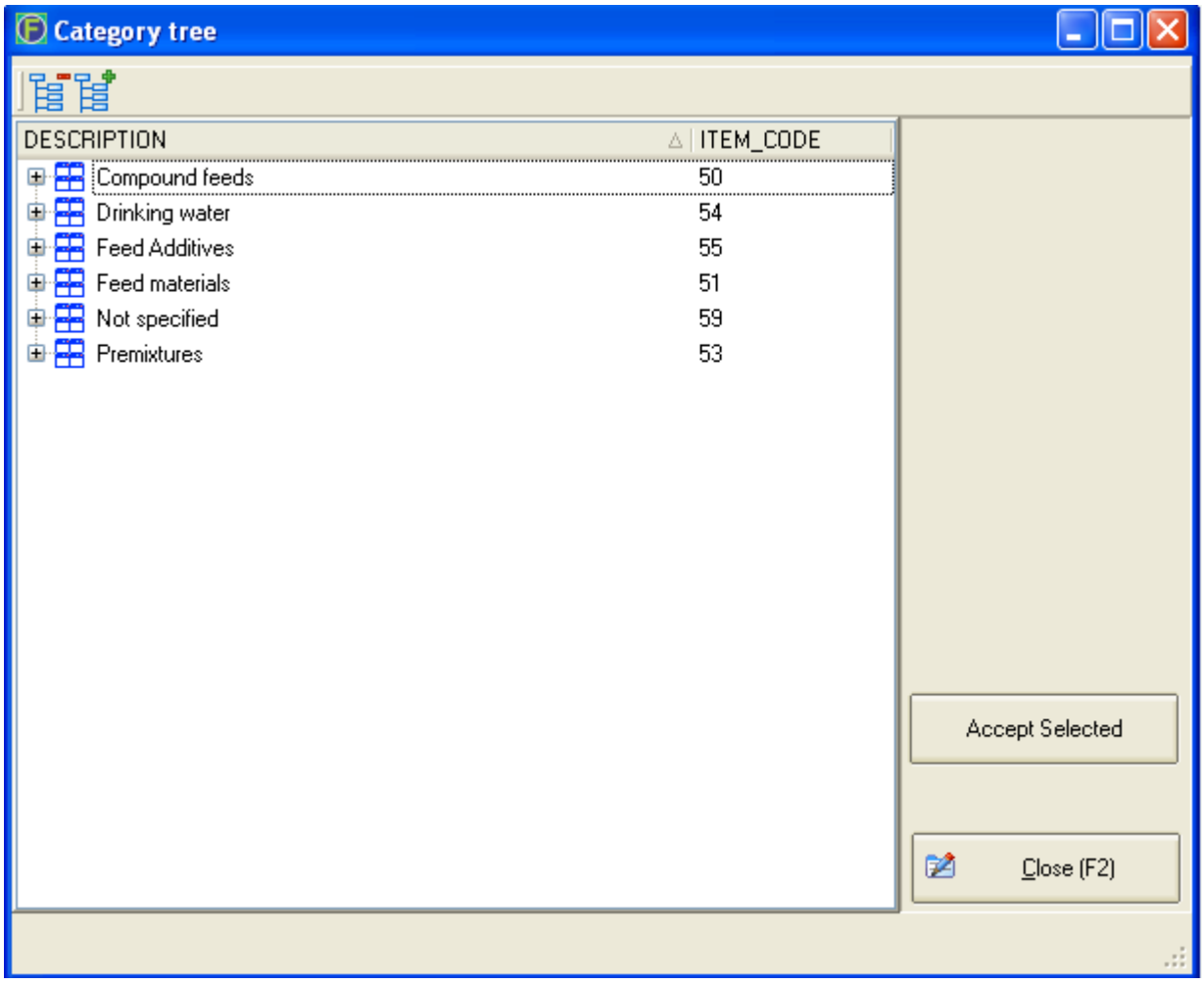
icon and select a feed category from the codes provided on category tree

Sub Category — This will populate with feed category once selected in category tree

Business type — Select from drop down list

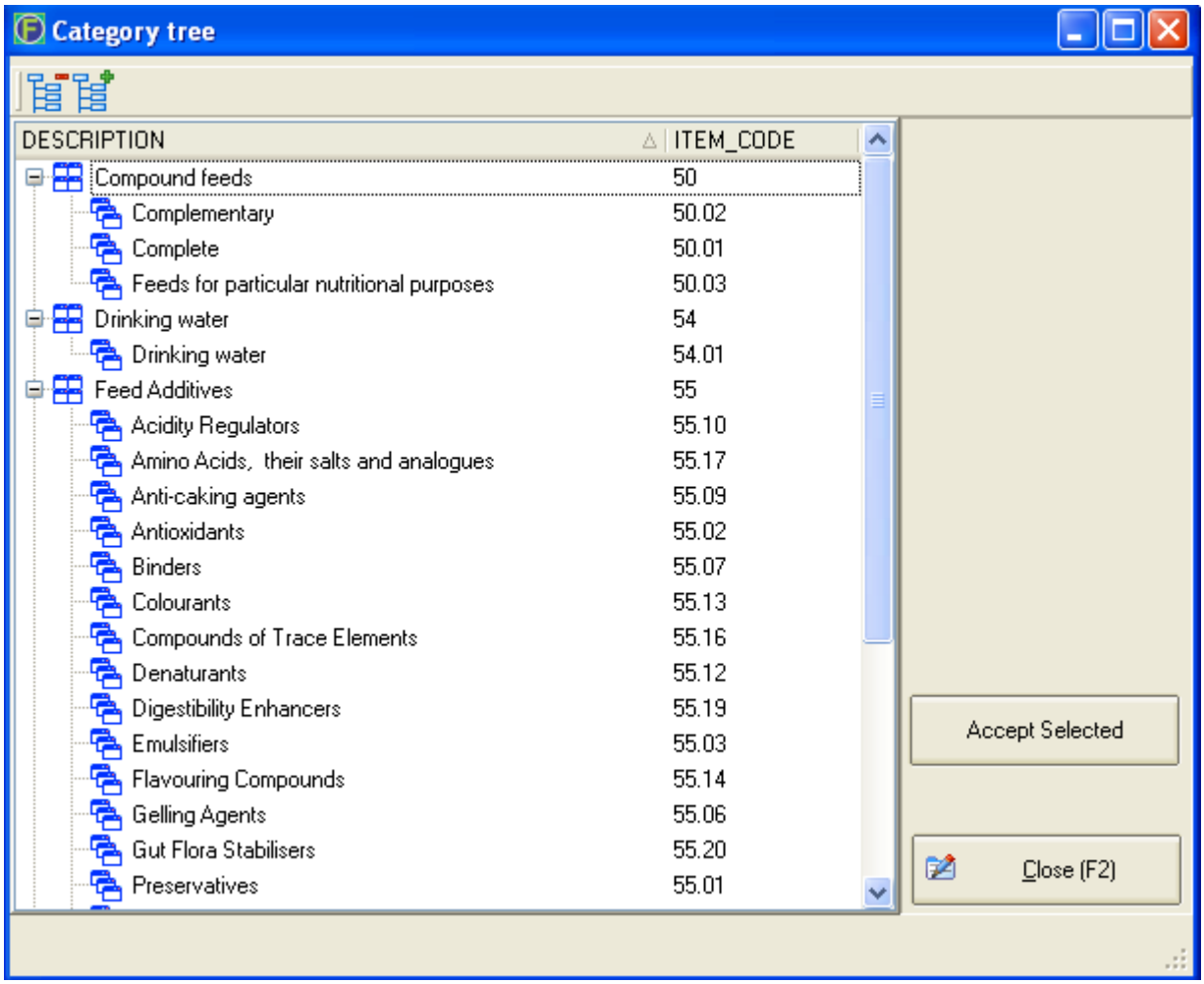
Manuf. approval/reg. no	Enter details if known
Business name-address (Label)	Enter details from label on feed
Importer (if appropriate)	Enter details if known/required
Country of Origin	Select country of origin from drop down list if known

Category Tree



You can use the plus/minus box ⊞ ⊟ to expand or contract the categories.

To find a particular food category you can start typing and the search will be narrowed down as you type.



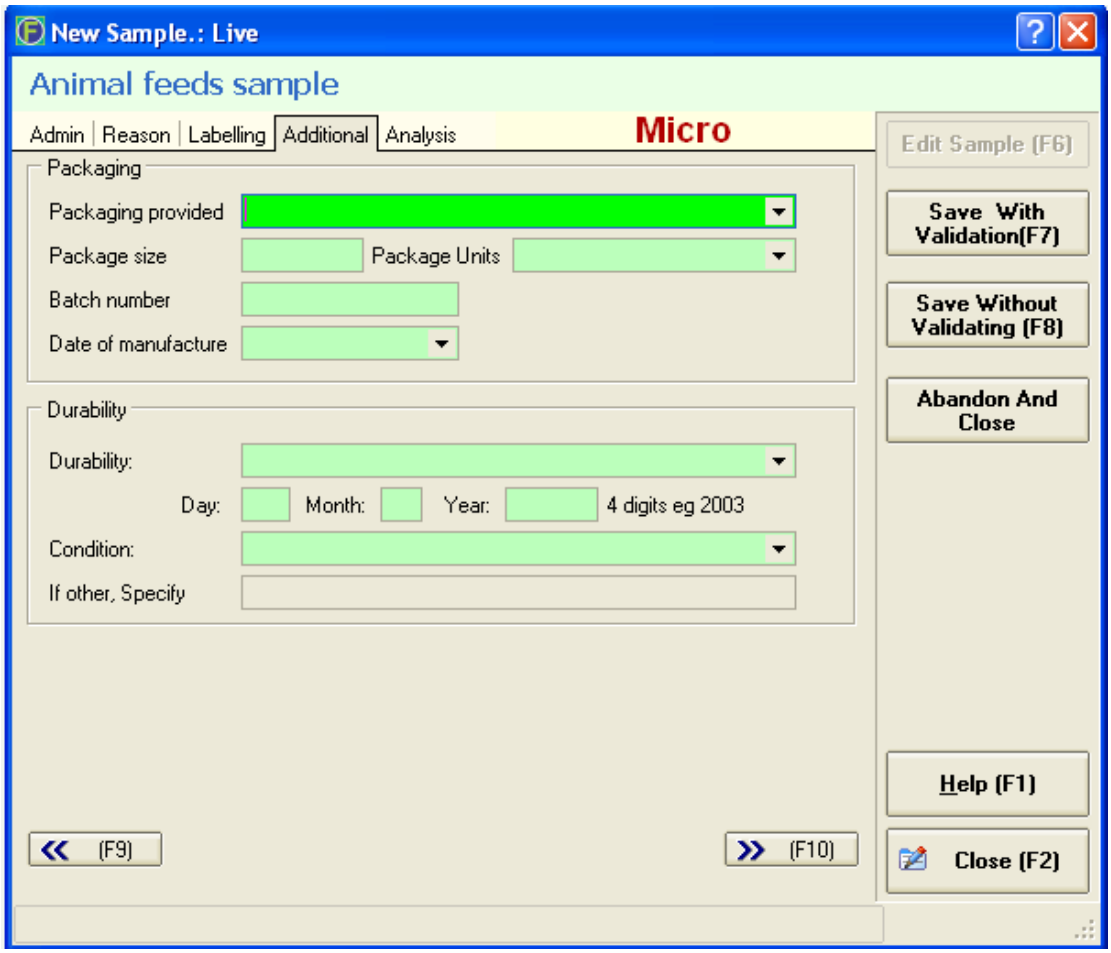
In the above window the word **Antioxidants** is being typed by the **User** and is found automatically in the **Category Tree**.

You can see that the First category is **Feed Additives, Antioxidants is** a sub category of **Feed Additives**.

If the current selection of Antioxidants **is correct then pressing** Enter **on your keyboard or clicking the** Accept Selected **button will select the category for this sample.**

Packaging (Animal Feed)

Click on the **Additional** tab next to the **Description** tab at the top to access this window.



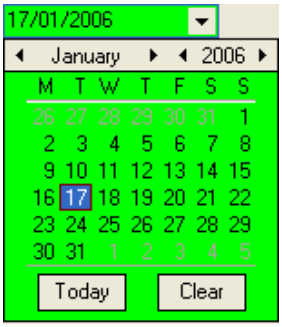
Packaging provided Select from the drop down list – **bulk or pre-packed**

Package size Enter net quantity of package if **pre-packed**

Package Units Select from drop down list e.g. grams, litres

Batch No Enter in freetext field if known

Date of manufacture Use calendar to select date. Use arrows at the top to change months/years and click on a date to select it.



Durability Select from drop down list – See Appendix B

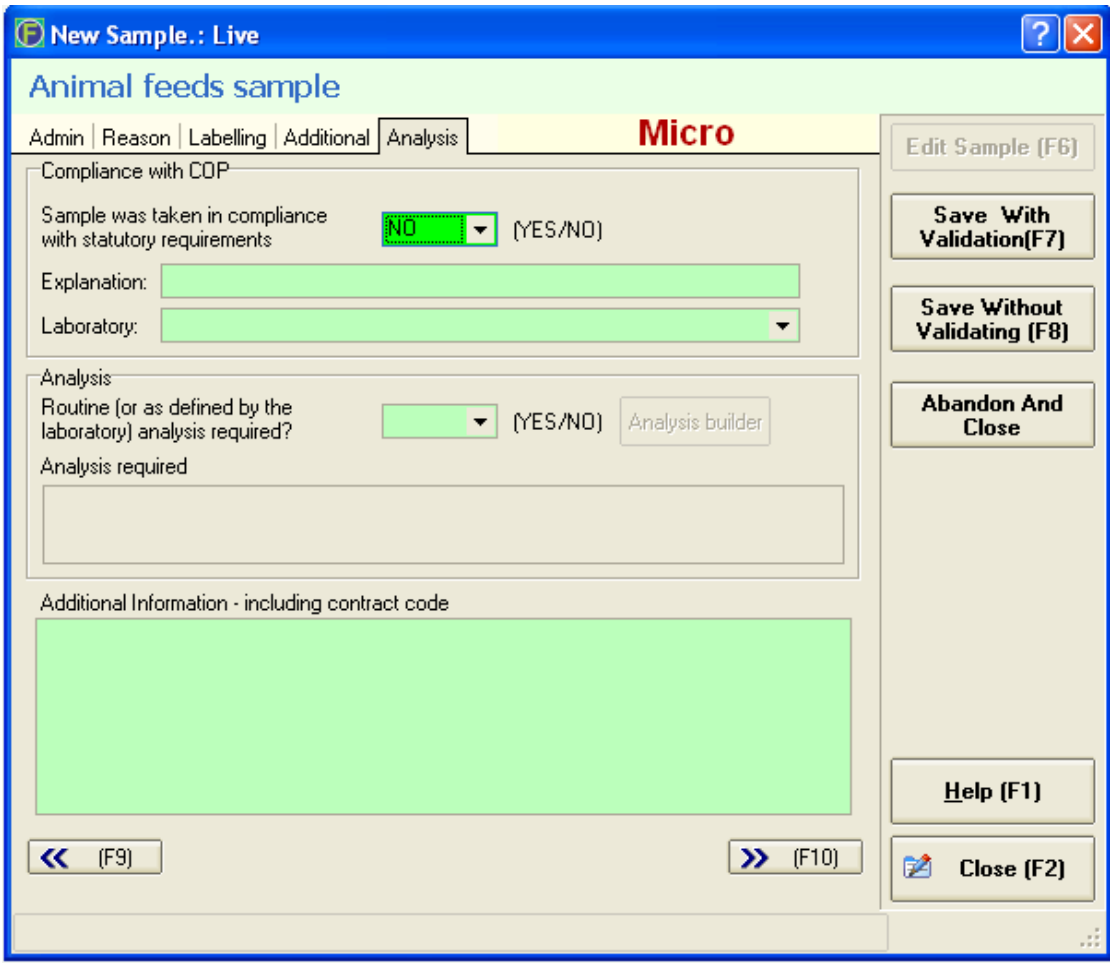
Day/Month/Year Enter Durability date e.g. 07 09 2002 -

Condition Select from drop down list - **Condition at securing sample**

If other, Specify Free text description if **Other** condition selected

Analysis (Animal Feed)

Click on the Analysis tab next to the **Additional** tab at the top to access this window.



Analysis

Sample was taken in compliance with statutory requirements — Use mouse or arrow keys on keyboard to select **YES** or **NO** -

Explanation — If compliance with statutory requirements (see Appendix B) is NO, enter free text details

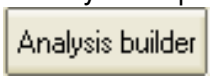
Laboratory — Defaults to laboratory specified for Microbiological or Chemical use. A different lab can be select from the drop down list.

Analysis

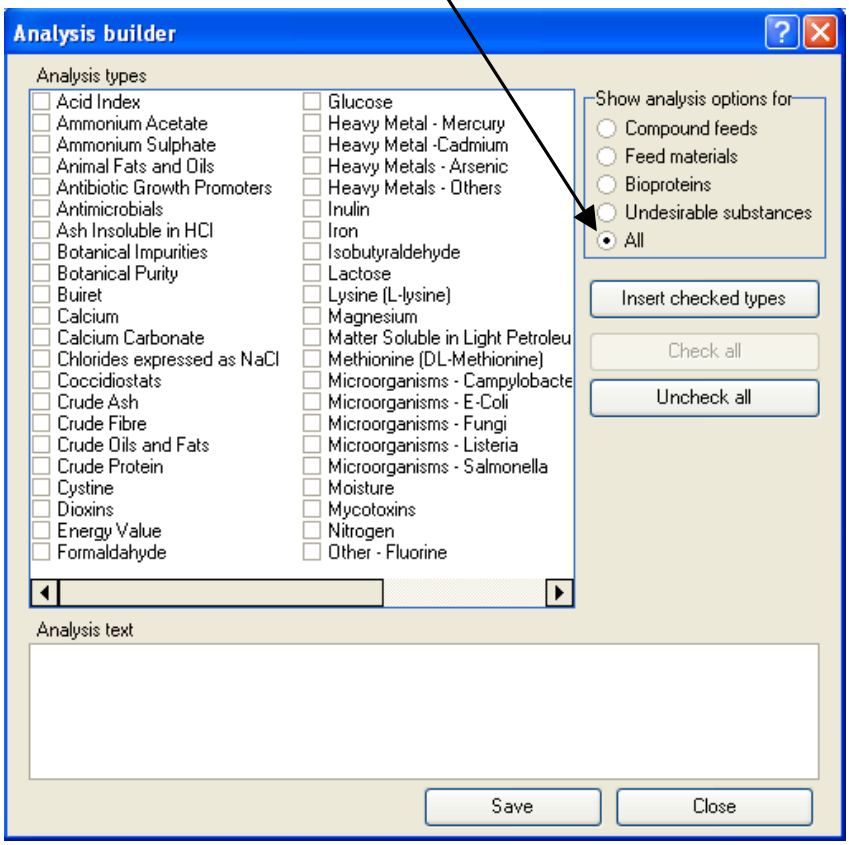
Routine (or as defined by the laboratory) analysis required? — Select **YES/NO** from drop down list

Analysis Builder

If analysis required is not routine click on



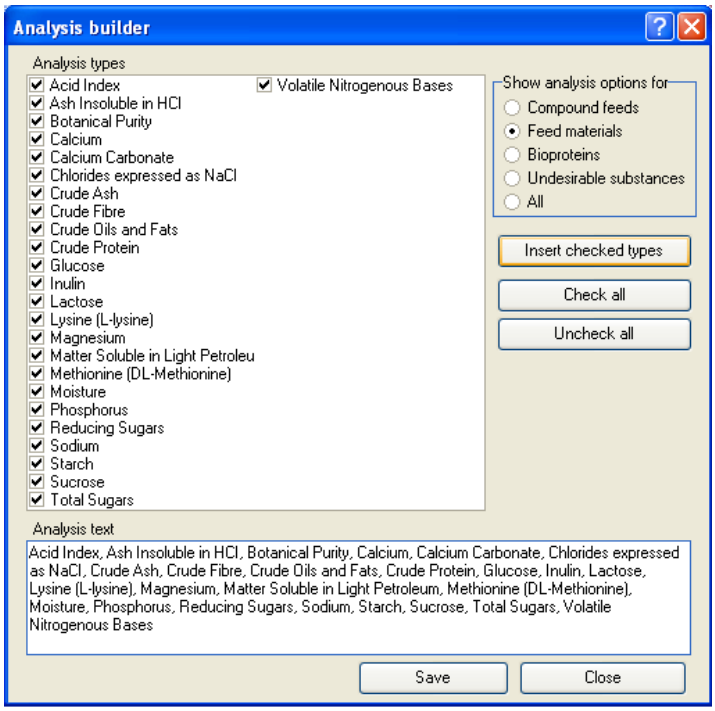
The following window opens allowing you to select the analysis options displayed: from **All** to more a defined list. All will be selected by default but can be changed by checking the radio buttons next to an option.



Select the analysis types by checking the tick boxes to their left.

When a more defined list is selected e.g. **Feed Materials** the

button on the right is no longer greyed out and can be clicked on to select every analysis type listed.

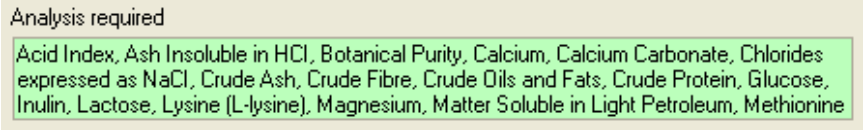


Once the analysis types have been selected click on the

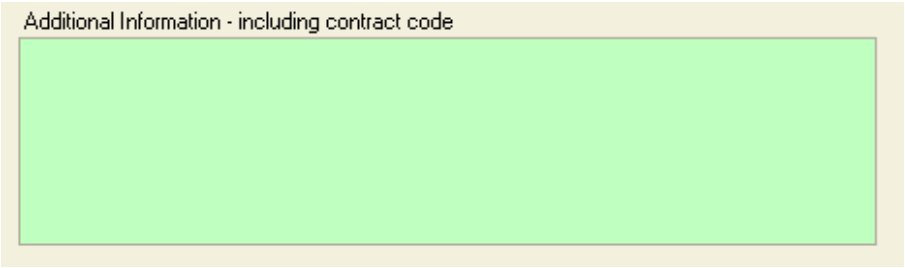
button. This will insert them into the analysis text box as a list.

Click on **Save** at the bottom to close this window and return to the **Analysis** window**.**

The analysis types appear as a list in the **Analysis required** text box**.**



Additional Information- Including contract code Enter any additional information and the contract code if known.



Saving a Sample (Animal Feed)

Options on completion of sample information:

Save With Validation (F7)	Click this button or press **F7** key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made
Save Without Validation (F8)	Click this button or press **F8** key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the **Samples** browser screen and then **Save With Validation (F7)**
Abandon And Close	**Caution!** Clicking this button will lose any data you have just entered. **Only use if the data entered is not needed**

Durability Date

Best before	dd/MM/yyyy (in that order)
Best before end	MM/yyyy (in that order)
Use by	dd/MM/yyyy (in that order)
Not provided	The date field becomes invalid.

Code of Practice

The Code of Practice provides guidance on the procedures to be followed by authorised officers taking food samples

Does the sample procedure comply with COP requirements?

The Code of Practice addresses issues relating to food samples taken for the purpose of Analysis and Examination.

This relates to the procedures which authorised officers should follow when procuring and handling food samples taken under the Food Safety Act 1990 and the Food safety (Sampling and Qualifications) Regulations 1990 that may ultimately be the subject of legal proceedings.

Refer to the Code of Practice for specific details.

Saving a sample

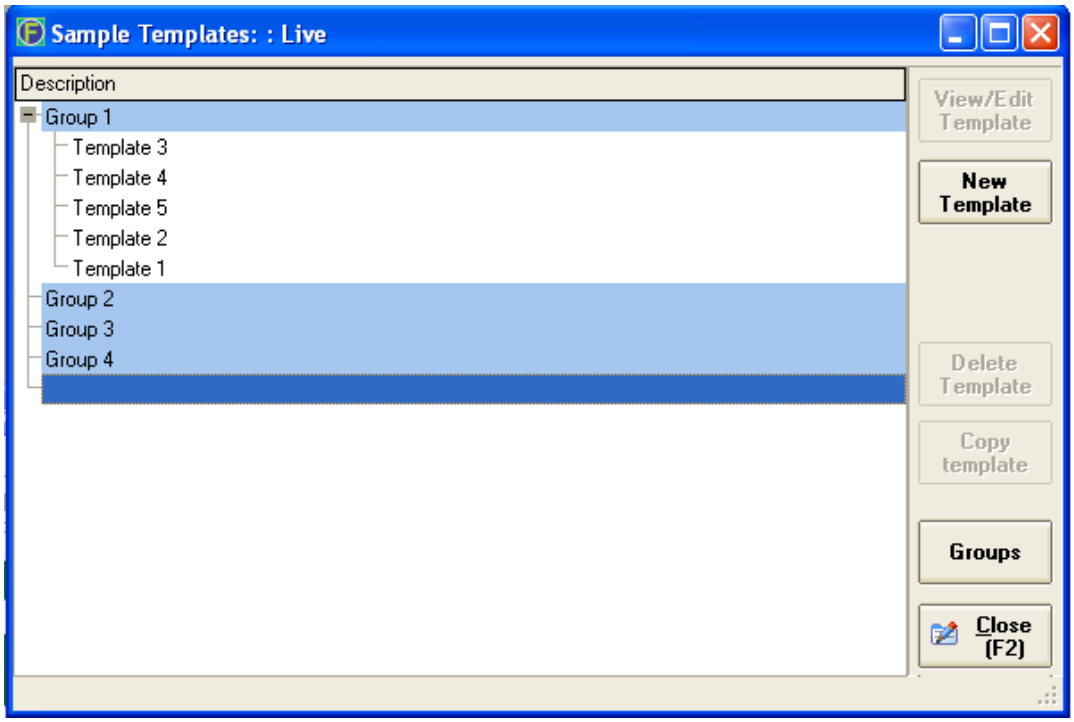
Options on completion of sample information:

Save With Validation (F7)	Click this button or press **F7** key to validate the sample data you have entered. If required fields are incomplete or data errors exist the invalid field will be selected for changes to be made
Save Without Validation (F8)	Click this button or press **F8** key to save the sample data you have entered. This does not validate the data and you will not be able to export samples data to the lab. You can later edit the record(s) in the **Samples** browser screen and then **Save With Validation (F7)**
Abandon And Close	**Caution!** Clicking this button will lose any data you have just entered. **Only use if the data entered is not needed**

Sample Templates

Accessed by selecting **Sample Templates** from the **File** menu.

A template provides an opportunity to reduce the commonly entered fields and to speed up data-entry for frequently visited premises and/or frequently taken sample types.



Templates are managed from within this screen using the buttons on the right hand side. The facility to **Add**/**Edit**/**Delete** and **organise** Templates is only available to an **Administrator.**

View

To view a template, select the template in the main screen and then click on the **View**/**Edit** button.

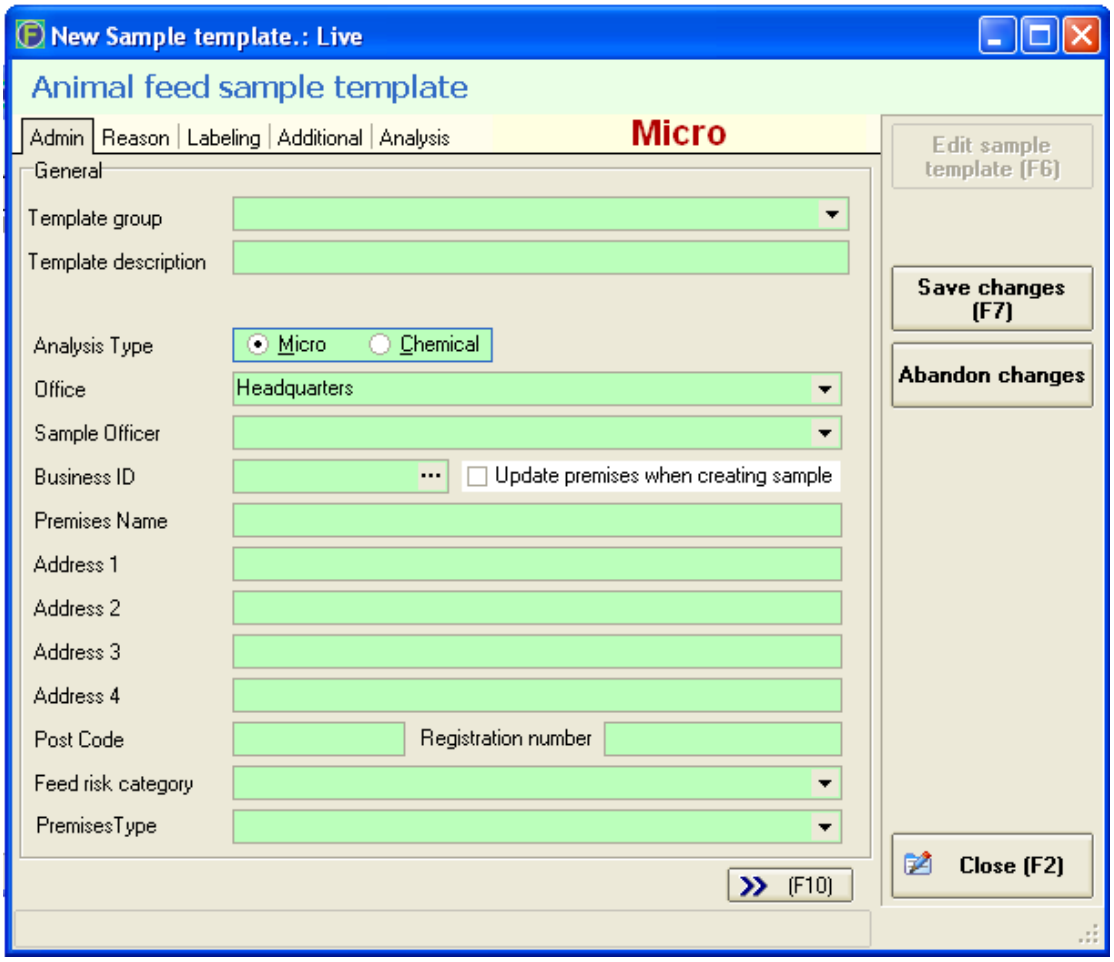
Edit

To edit a template, select the template in the main screen and then click on the **View**/**Edit** button. This will allow you to view your template. To then edit the template press the **Edit** button on the right-hand side or press **F6** on your keyboard.

New Template

To create a new template, click on the **New Template** button on the right hand side.

A screen similar to the New Sample screen will appear:



To create a template, fields are filled in as per a normal sample.

Certain fields cannot be filled in ahead of time and are marked **N/A**.

Fields that will vary with each sample should be left blank and then completed at the time of taking the sample.

For ease of searching provide each template with a suitable description in the field **Template Description** before saving.

To save the template click on the **Save** button on the right or press **F7** on your keyboard.

Delete Template

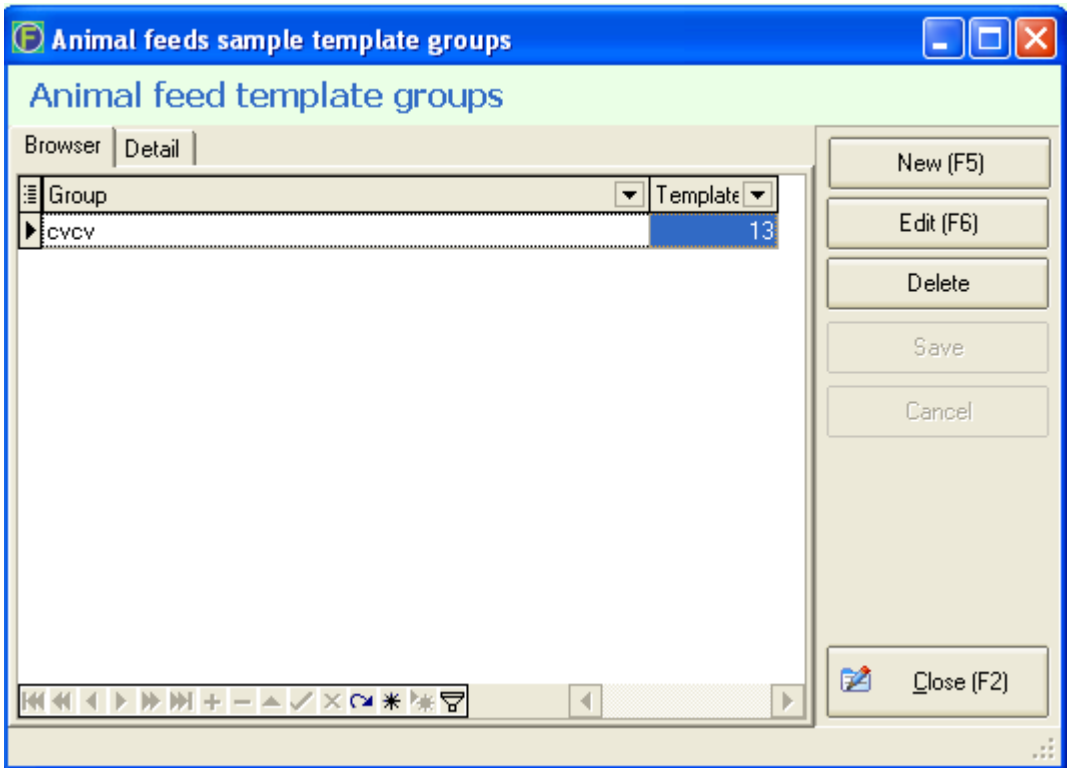
To delete a template select the template in the main screen and then click on the **Delete Template** button on the right hand side. This will permanently remove the template from the system.

Copy Template

To copy a template, select the template in the main screen and then click on the **Copy Template** button on the right hand side. This will create a duplicate template with the name prefixed with **COPY OF**.

Groups

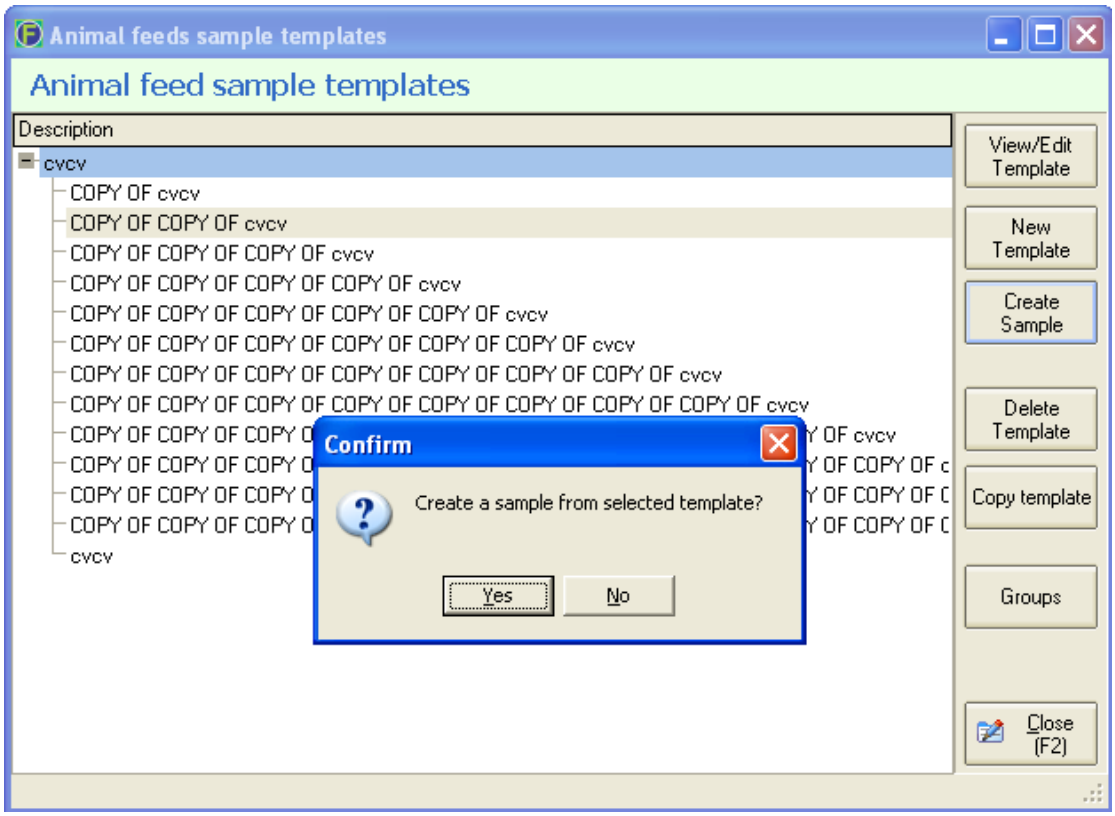
Templates can be organised into logical groups if required. The Groups button accesses the administration screen.



New Sample from template

The facility to create a new sample from a template is accessed by selecting **Sample Templates** from the **File** menu.

To create a new sample from an existing template, select your template in the main screen and click on the **Create Sample** button on the right hand side.

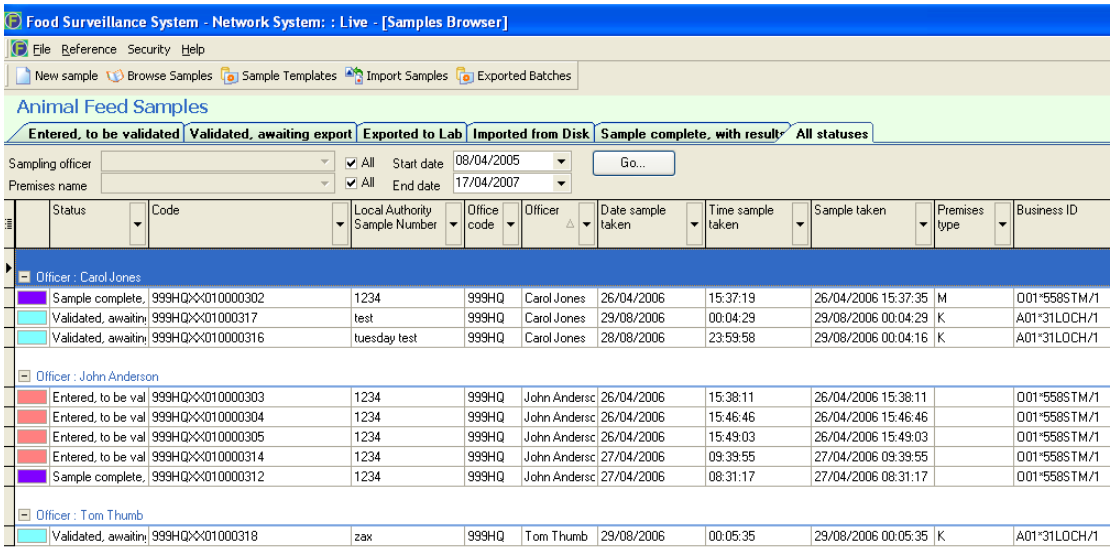


This will prompt to create a New Sample.

The sample will now be entered in the same way as creating a **New Sample**, except fields are pre-populated from the template.

Browse Samples

Accessed by clicking on the **Browse Samples** button from the **Main Screen**.



All samples entered into the system can be viewed in the **Browse Samples** screen.

Apply Filter

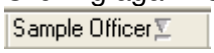
If you wish to view only a certain status of a sample e.g. **Entered, to be validated**, you can change the Sample Status at the top of the screen using the tab system.

Sort Data

You can sort the data by clicking on a column header.

The example shows data ordered alphabetically by Sample Officer.
(You can see the small up arrow)

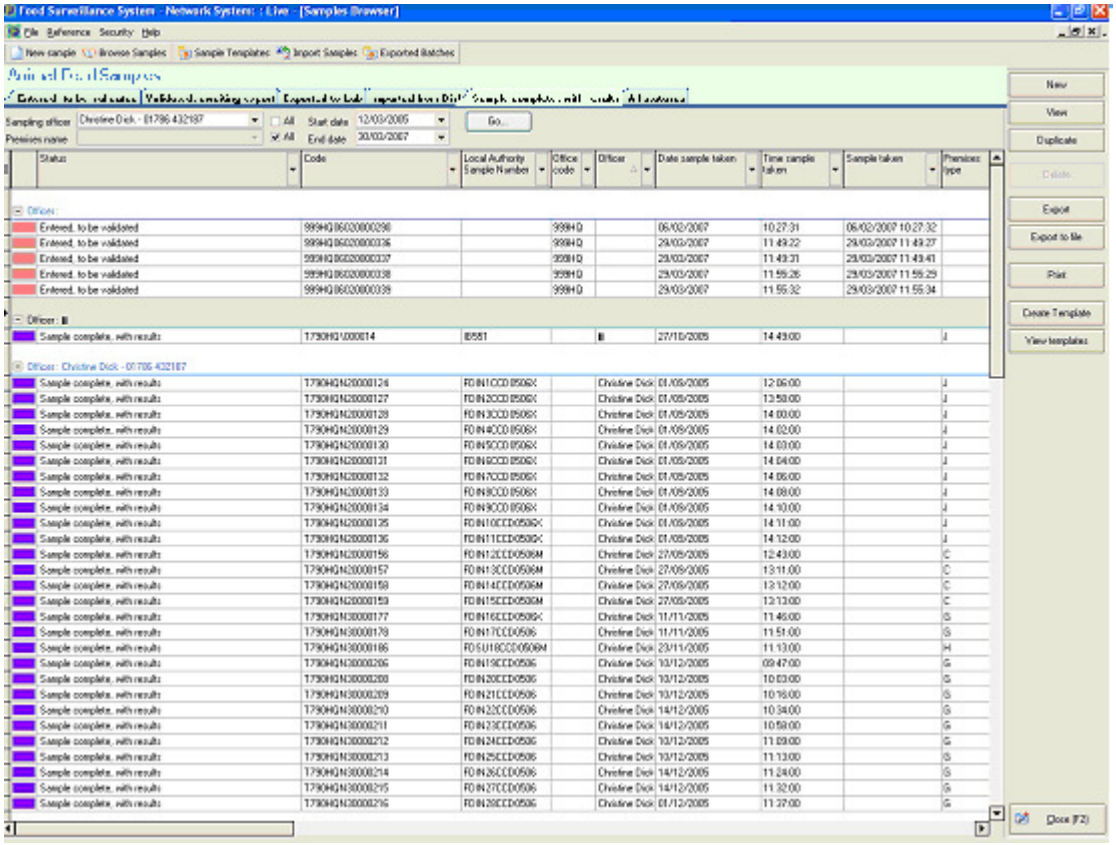
Clicking again reverses the sort order.



(You can see the small down arrow)

The default sort order is to have the newest sample at the top.

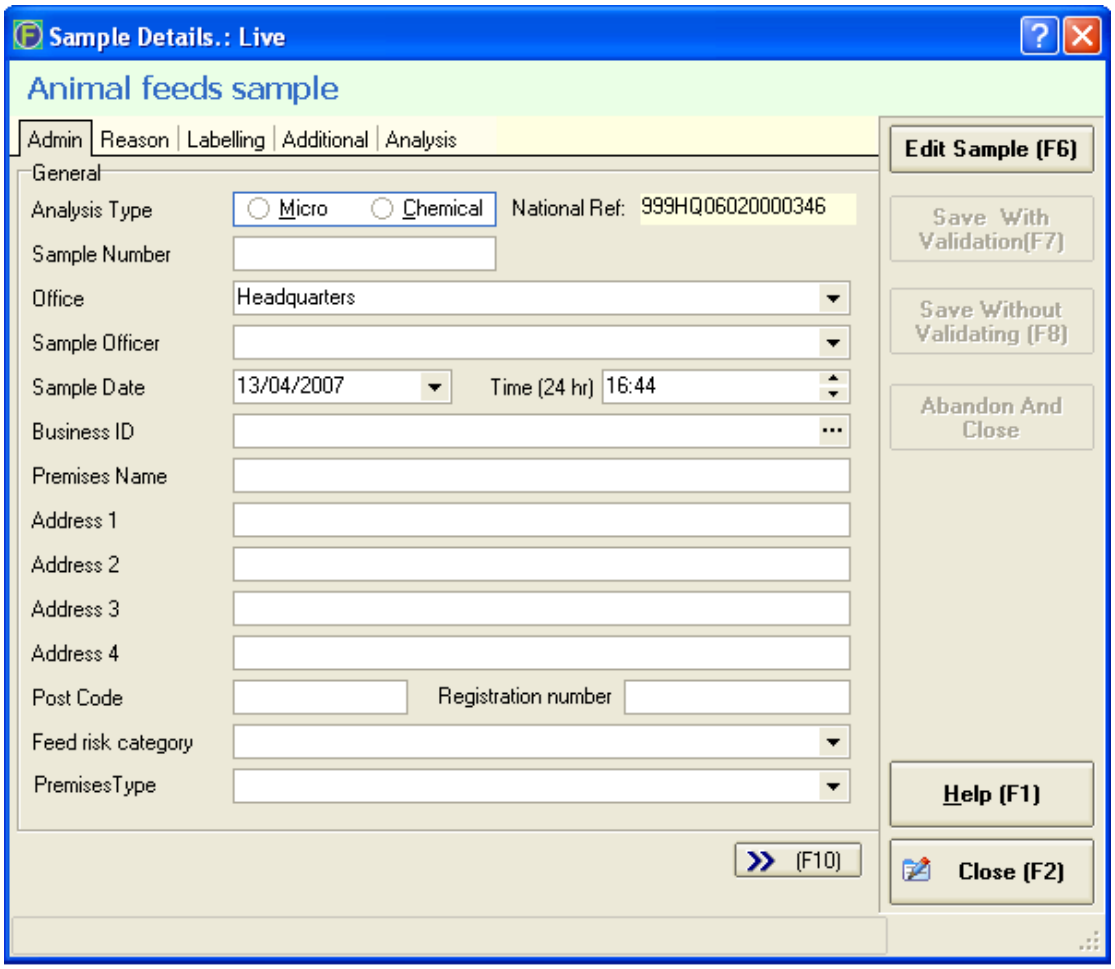
Locate Sample



Above are all the samples taken by officer Christine Dick since 12/03/2005 - Present by selecting the officers name from the drop down list and entering search time criteria.

Duplicate Sample

Select the desired sample to duplicate in the **Sample Browser** screen. Then click on the **Duplicate** button on the right hand side. This will create a duplicate and open the sample in view mode.



Click the **Edit Sample** button on the right hand side.

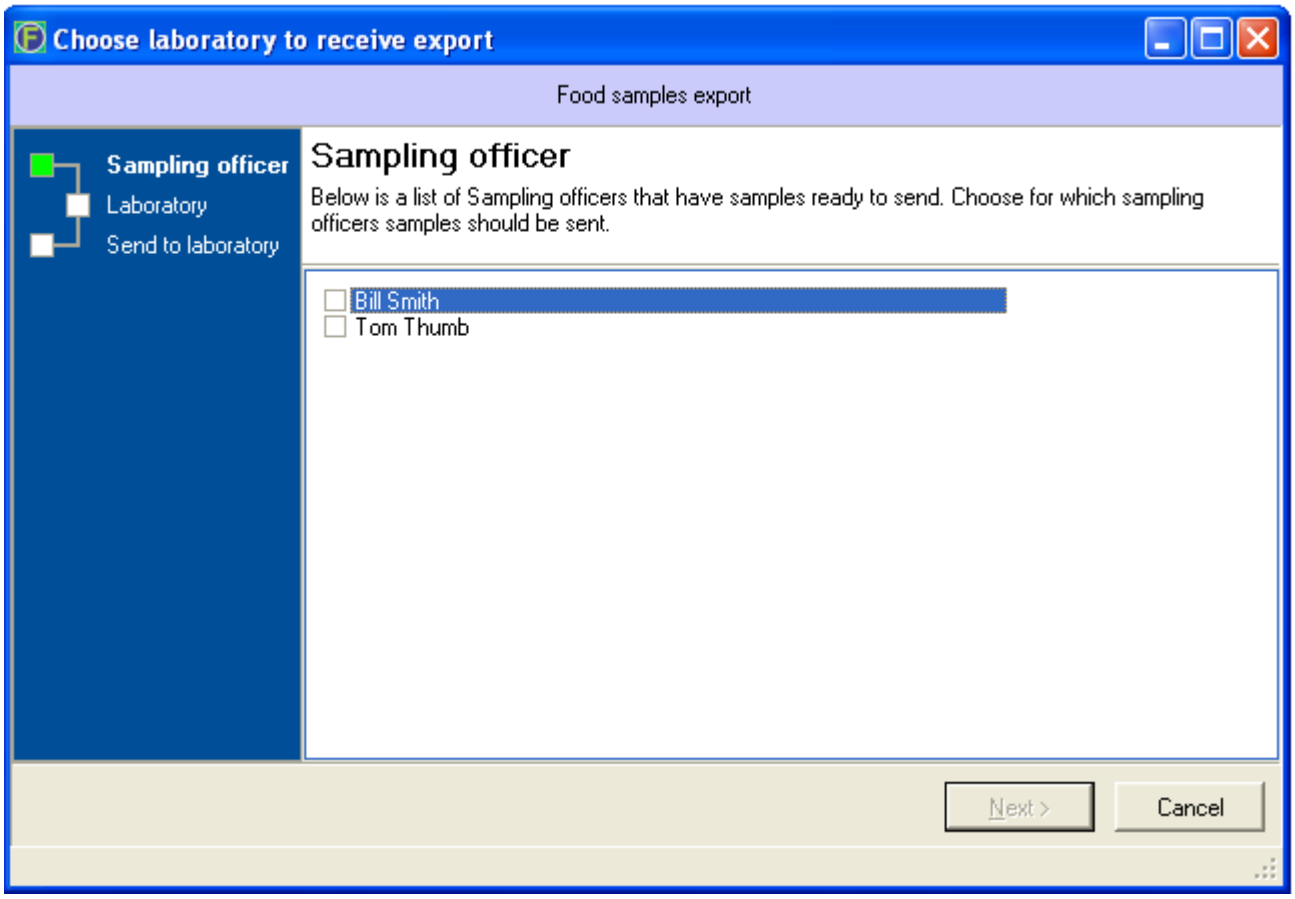
You can then click on the **Save with Validation** button or the **Save without Validation** button.

Note that some fields are greyed out in the duplication process and cannot be used in order to prevent errors.

By default the newest sample will appear at the top of the grid in the **Browse Complete Samples** screen.

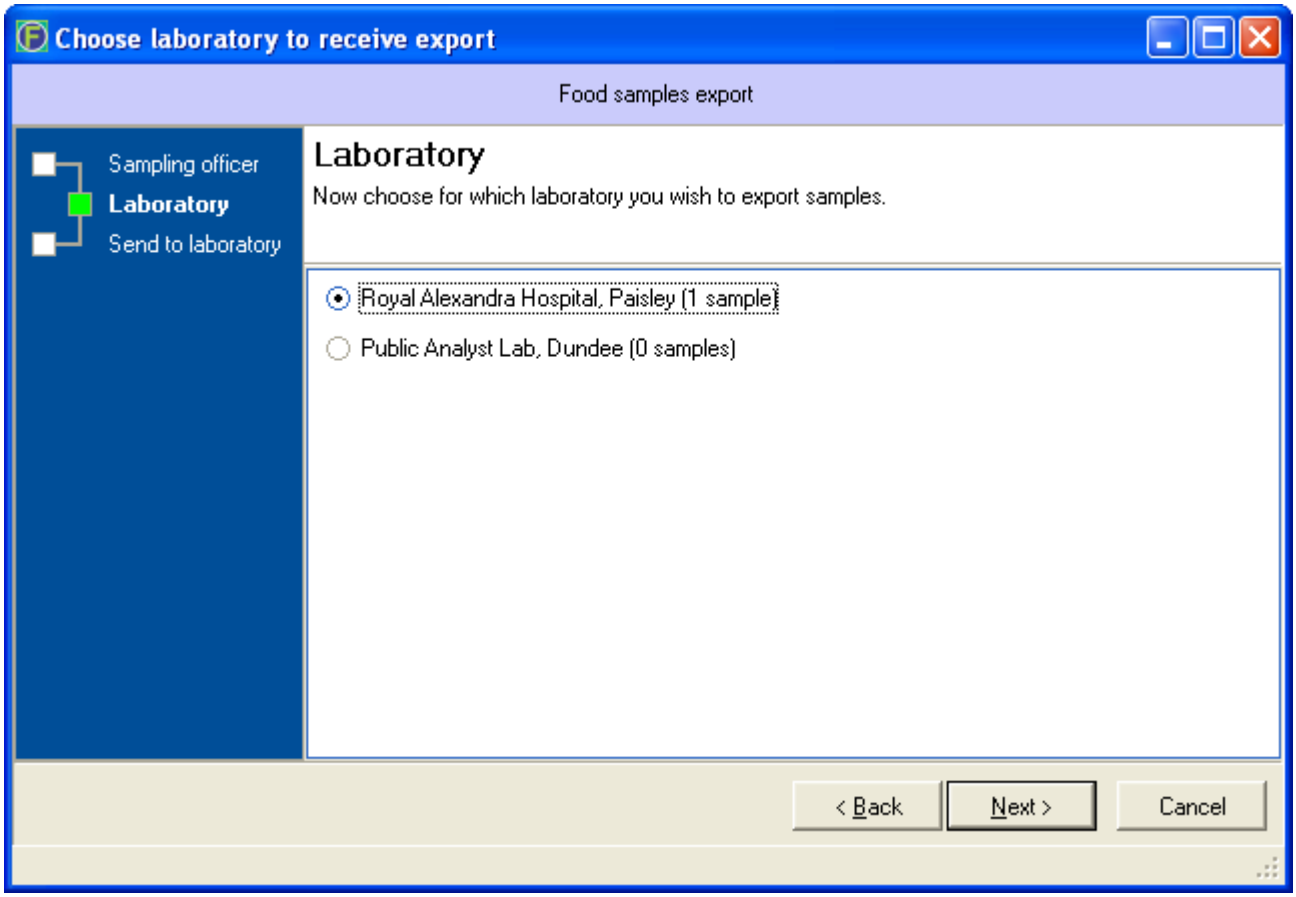
Export

Accessed by clicking on the **Browse Active Samples** button from the Main Screen and then clicking on the **Export** button on the right hand side.

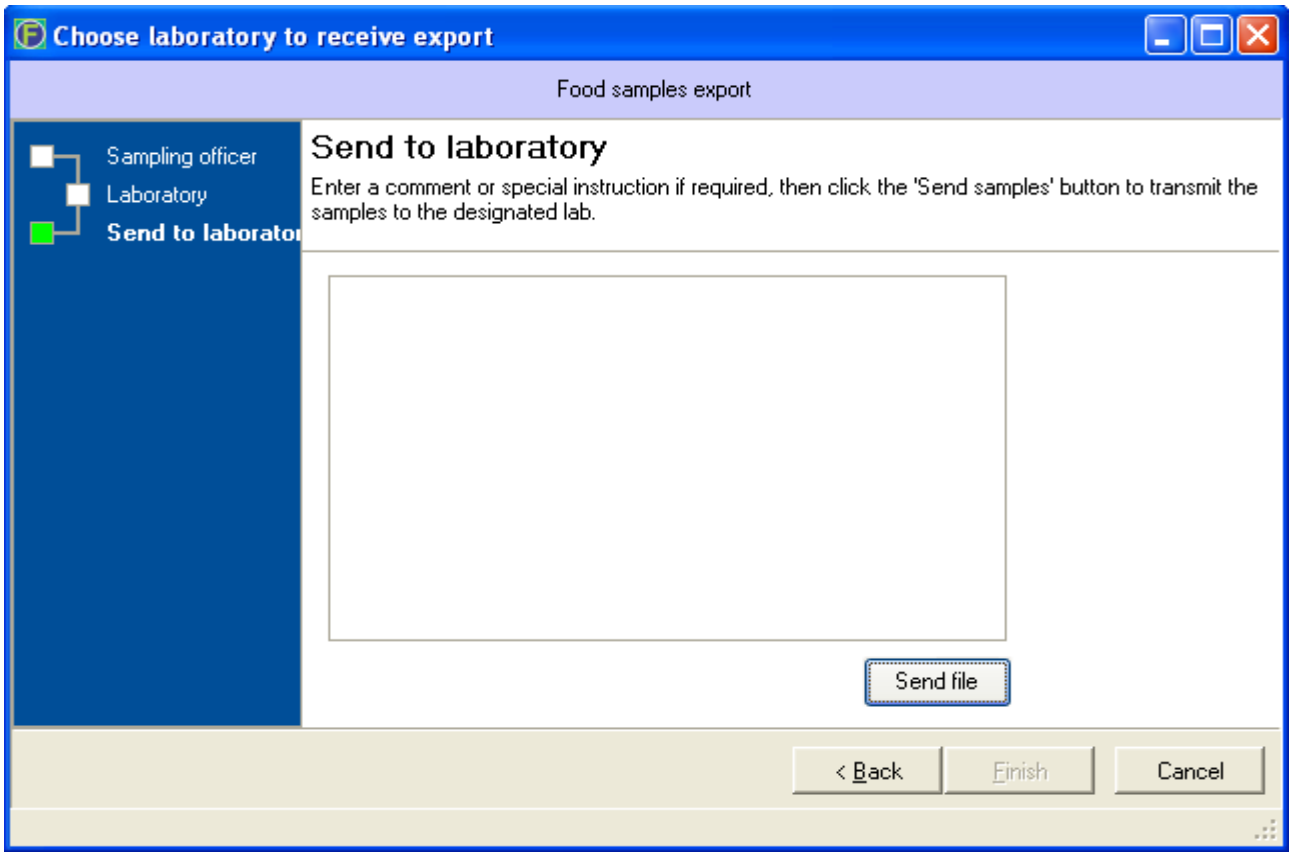


Completed samples displayed as **Validated, awaiting export** require to be exported to disk.

By selecting the Sampling Officer from the **Sampling Officers** shown you can then move on and select the Lab the sample is being sent to, as shown:-



And click send file -

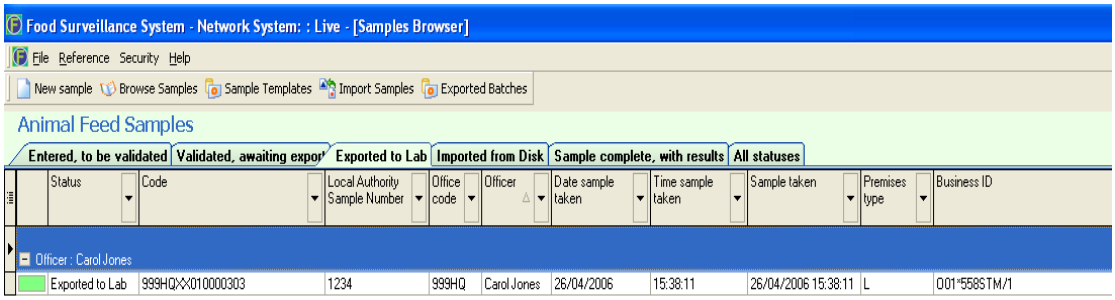


You will then get the following message saying the message has been successfully sent and you can be confident that the sample has been sent, if there is any problems please contact HPS.

To export the sample to file click on the **Export to file** button on the right hand side.

You will then be asked where to export the files.

Once the files are exported they will change status and turn green in the **Sample Browser** screen.

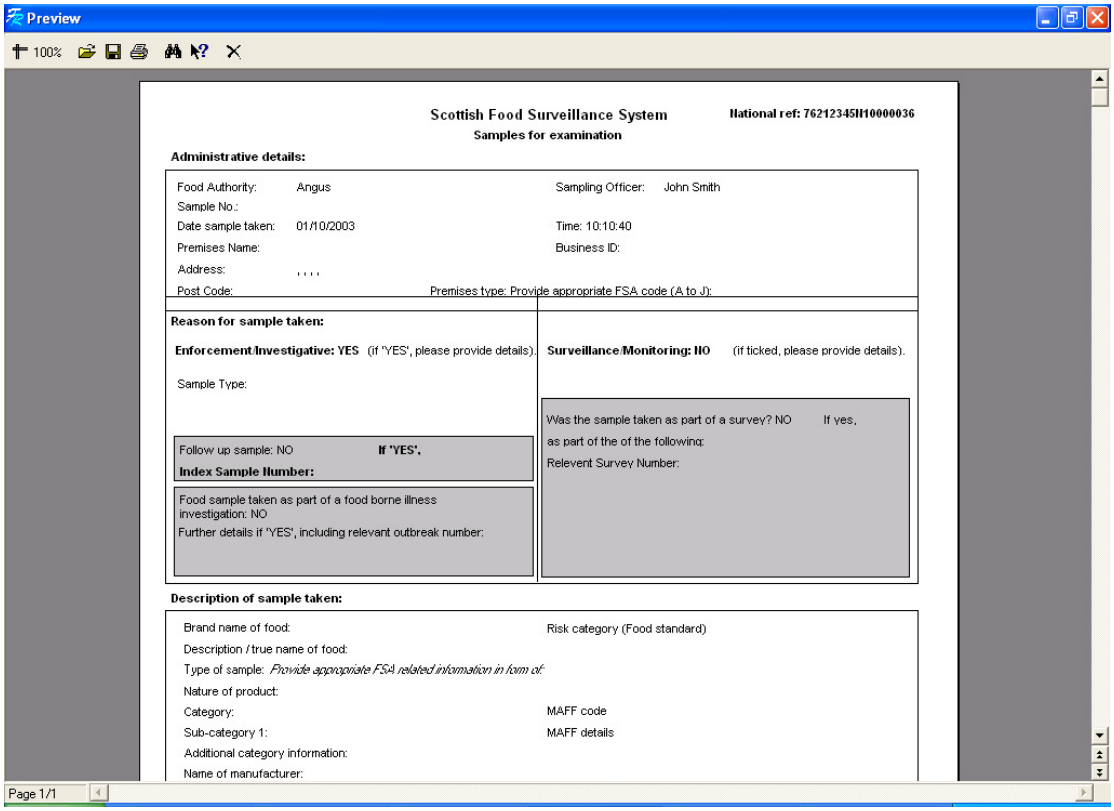


The files exported are encrypted for the purpose of data protection.

If you wish to view an encrypted file then you must use the Encrypted File Viewer

EncView.exe

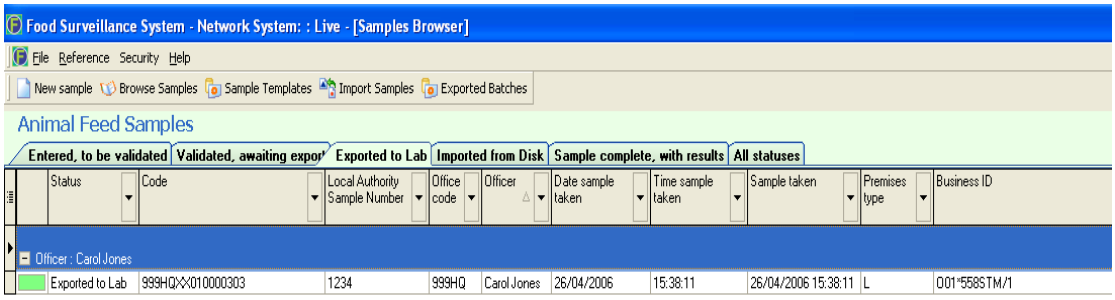
Print



From the **Browse Active Samples** screen forms can be printed as blank, part completed or fully completed forms by selecting the **Print** button on the right hand side of the **Browse Active Samples** screen.

Exported Samples

Accessed by clicking on the **Exported Samples** button from the Main Screen.



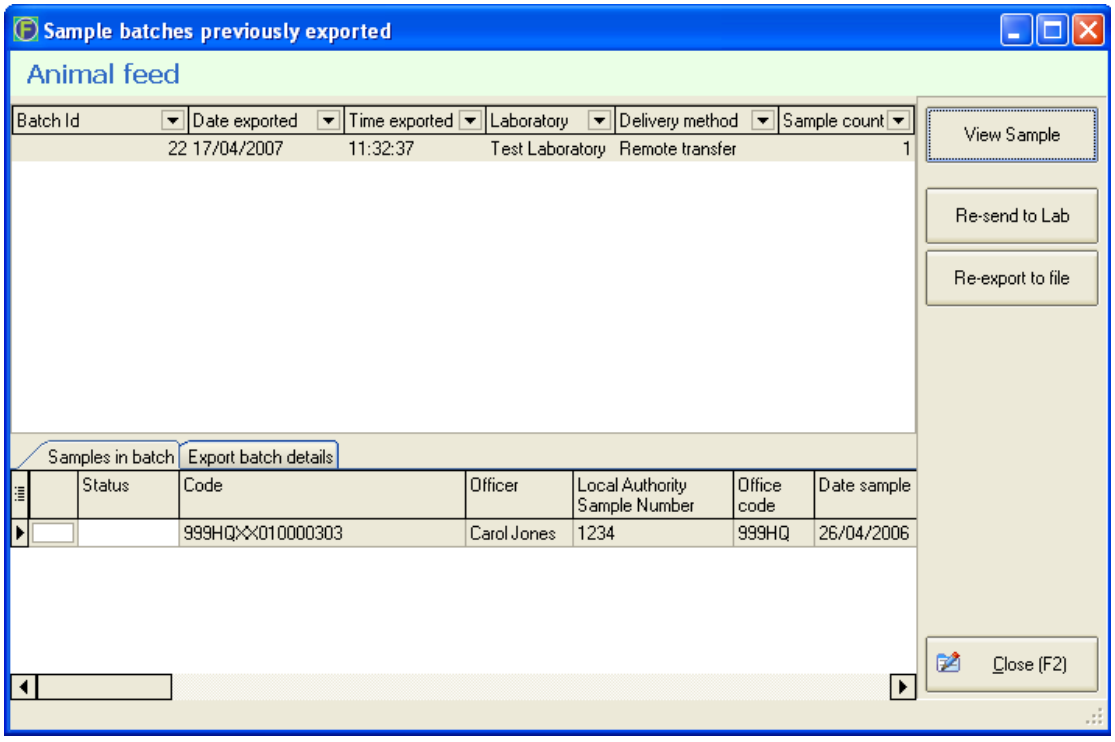
This screen shows all samples that have been exported to the lab .
You can use the plus/minus box
on the left hand side to show the sample details within an export batch.

Re Export

To re-export a previously exported batch or file then click on the

button.

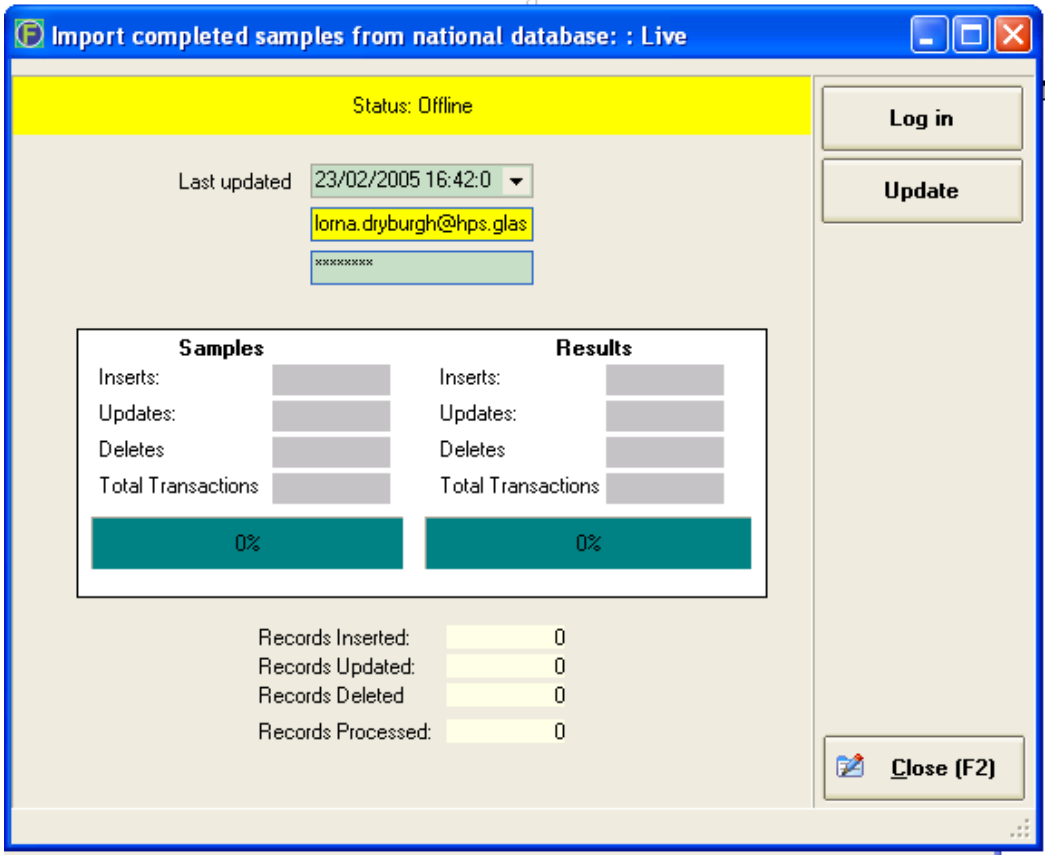
The following menu will appear:



Import Samples

Accessed by clicking on the **Import Samples** button from the **Main Screen**.

Update from CFAD

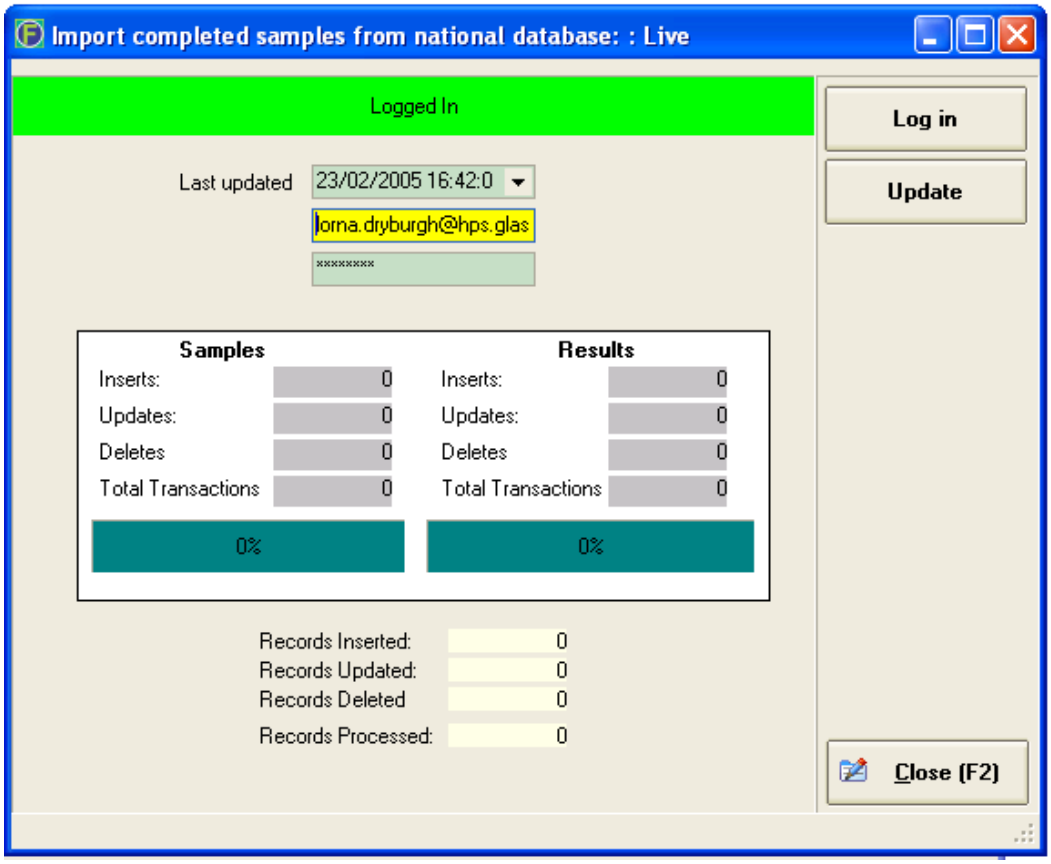


Samples along with their laboratory results can be retrieved from the Central Food Administration Database (CFAD).

It is essential the system CFAD server details have been applied prior to undertaking this operation.

To download the sampling data click the **Log in** button on the right hand side.

Logged In

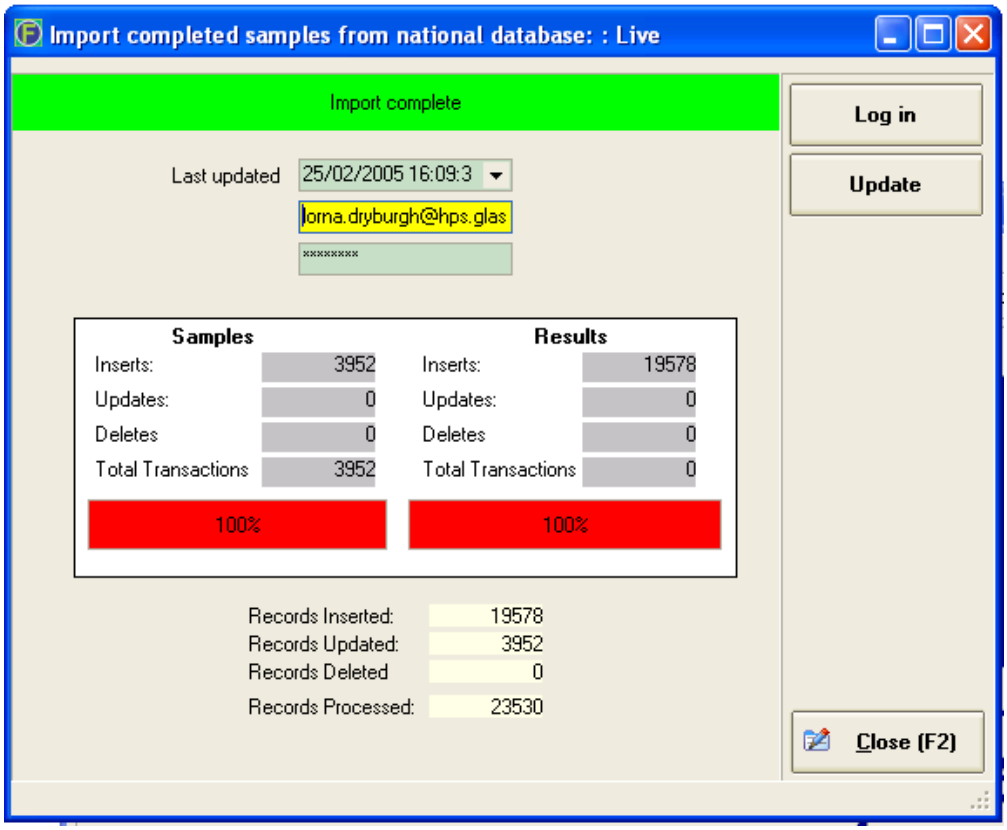


This will change the status bar from yellow to green and state **Logged In** when the operation has been successful.

You should then click on the **Update** button on the right hand side to initiate the transfer of data to your computer.

The progress bars will incrementally turn red as the process nears completion and change the display from 0% to 100%.

Import Complete

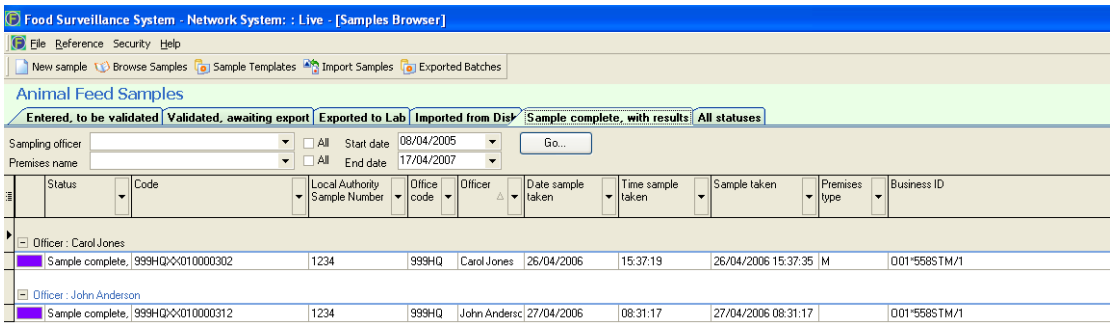


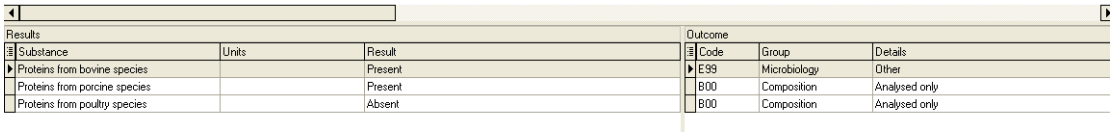
When completed the status bar will state **Import Complete**.

The data is now stored in your computer and can be viewed by closing this screen and clicking **Browse Complete Samples** from the Main Screen.

Browse Complete Samples

Accessed by clicking on the **Browse Complete Samples** button from the **Main Screen**.





This screen shows all your sampling data along with laboratory results.

Querying the database

Using the **Browse Complete Samples** you can look at your samples complete with the laboratory results and the Analysts comments.

Sorting Data

To begin sorting data click on the relevant heading. A small upwards arrow will appear on the right hand side of the heading. This indicates an ascending sort. Click again and the arrow will point downwards indication a descending sort.

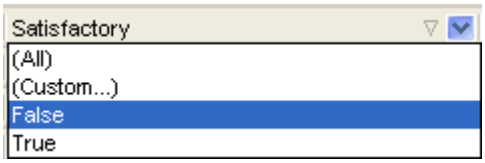
Example: Data sorted in alphabetical name order

Filtering Data

If you want to look at a subset of the data you can restrict the records you see by selecting only certain data.

To apply click on the drop down button for a heading and select the value you want to filter on.

Example: Data filtered for unsatisfactory samples



Your current filter will be shown in the bottom left of the **Complete Sample Browser** screen.

Example: Data filtered for unsatisfactory samples

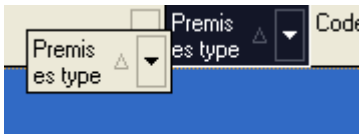
To remove your filter click on the red cancel button and the filter will disappear.

Grouping Data

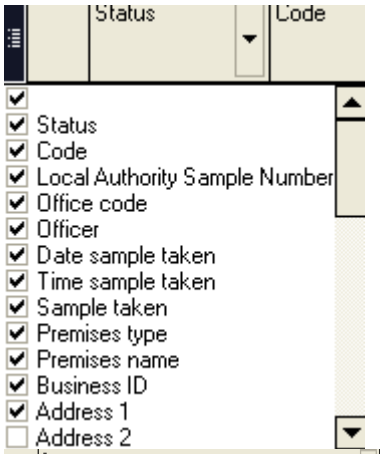
You can group data by selecting a heading and dragging it into the area directly above the current headings. To ungroup data drag the heading back to its previous location.

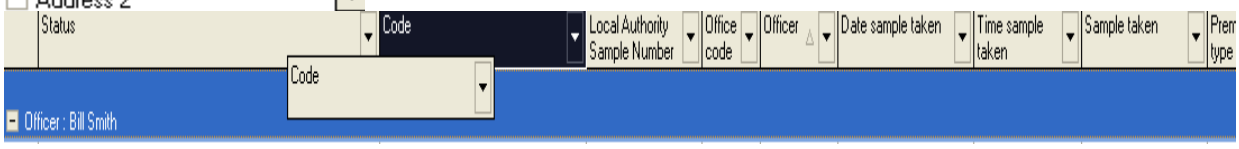
You can also select which headings are visible by selecting each heading in the drop down menu below.

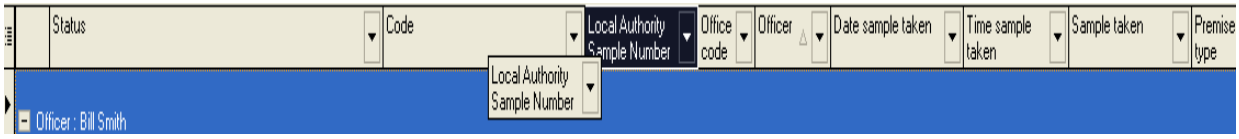
Example: Data grouped according to Premise Type.



You can now filter on Analysis type for example

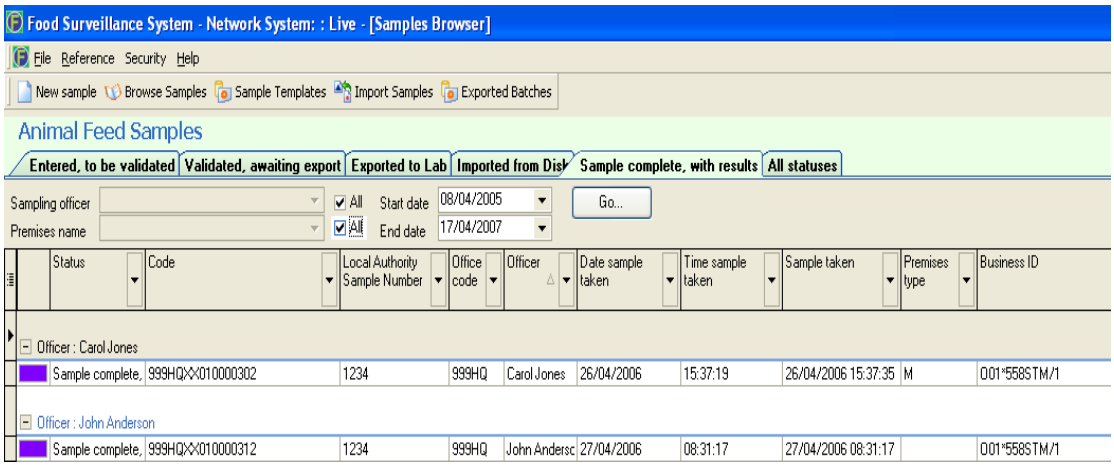






Full Details

In this screen you can view all the details for a particular sample by clicking on the All statues tab



You can use the plus/minus box

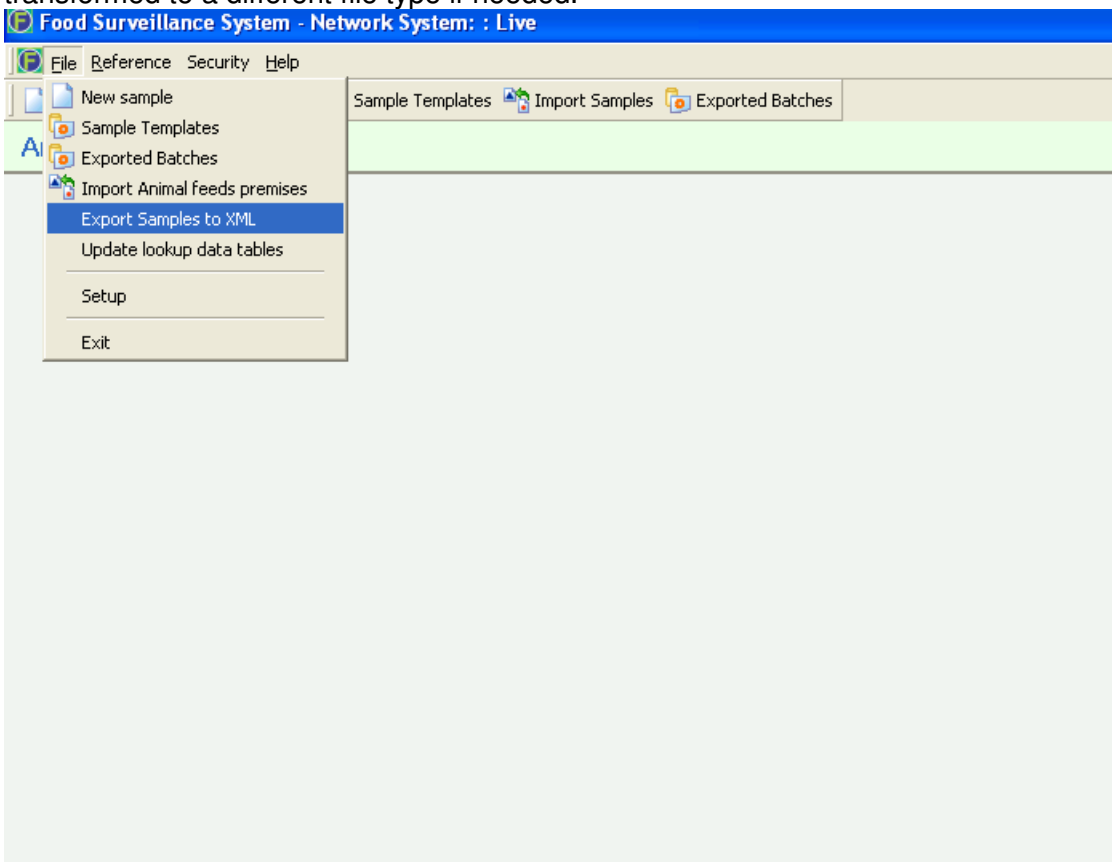
to expand or contract relevant sections.

Export to XML

The **Export Samples to XML** option is available to **Administrators** and is provided under the **File** menu.

This option will allow FSS to interface with other programs, particularly local authority management systems.

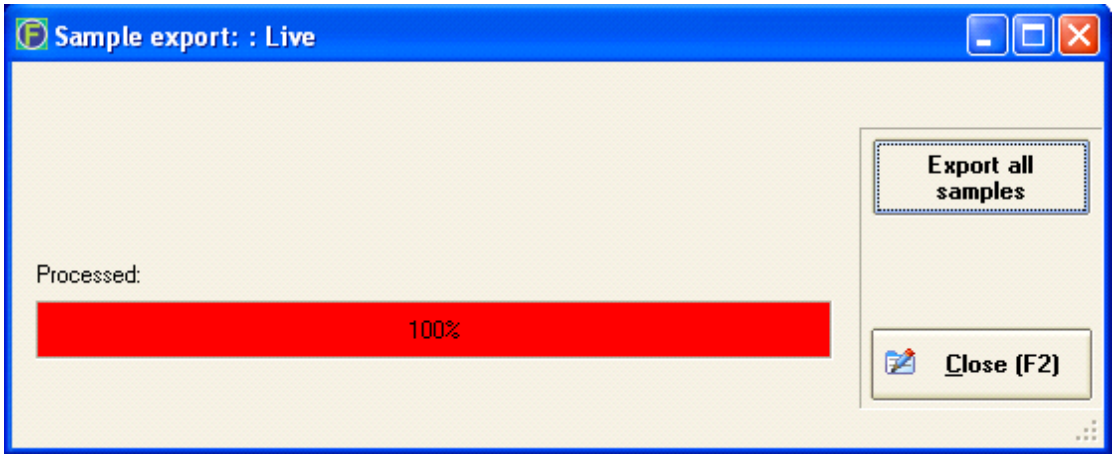
XML files can be interfaced with a wide variety of programs or the data can be transformed to a different file type if needed.



Once the laboratory results data has been download via the Internet then the Sample and Result data can be exported from FSS to an XML file.

By clicking on the **Export All Samples** button, a file dialog box will ask where to save the file.

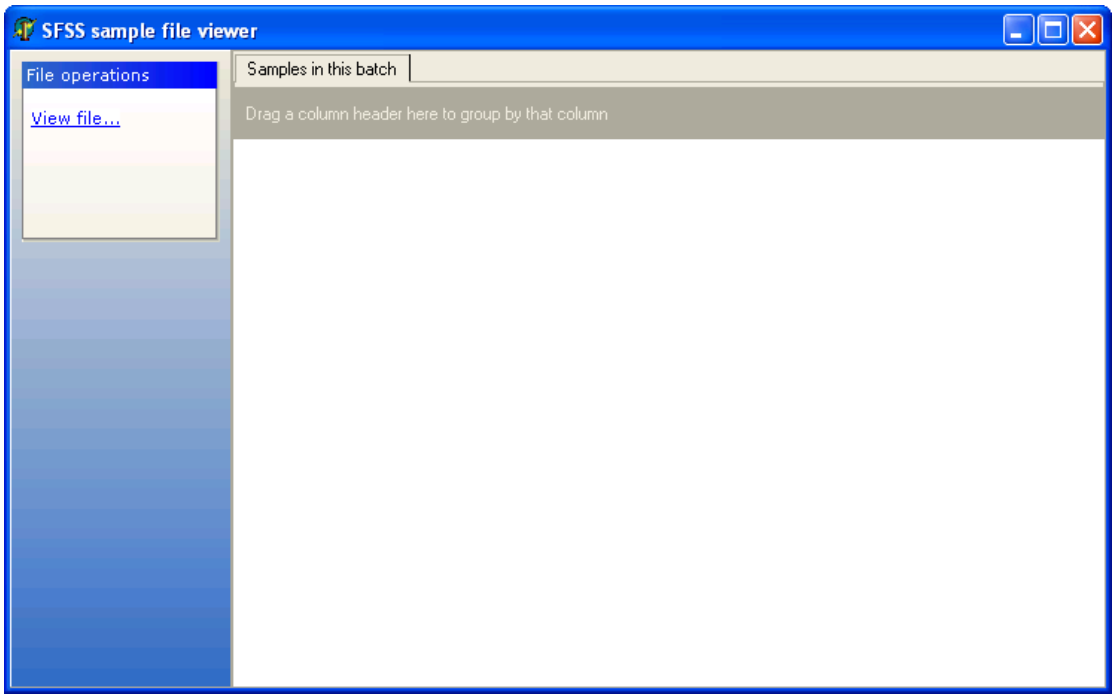
Once the file location has been decided the progress bar will process all the samples, turning red, up to 100%.



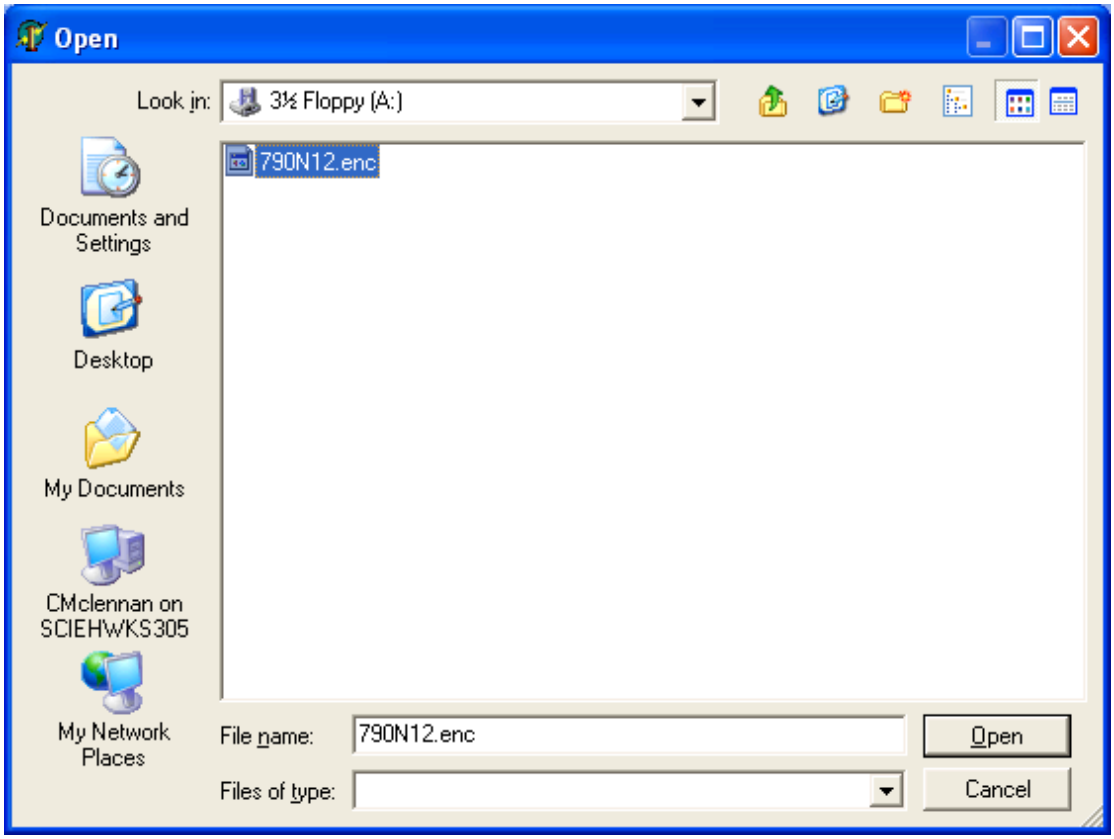
The exported XML file will now be created as requested.

Encrypted File Viewer

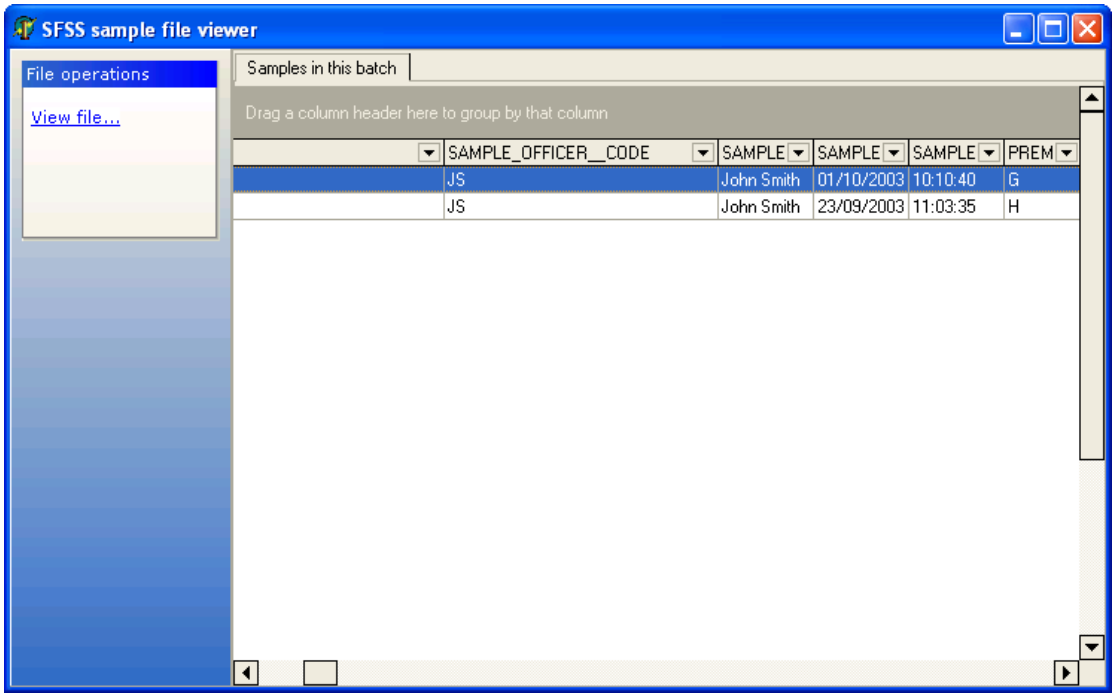
This program facilitates the viewing of previously exported encrypted files.
To run this program, select **FSS Network** then **Encrypted File Viewer** from your start menu.



Click on the **View File** button at the top left hand corner and select your file.


Open
Look in:
3½ Floppy (A:)
790N12.enc
Documents and Settings
Desktop
My Documents
CMclennan on SCIEHWKS305
My Network Places
File name:
790N12.enc
Open
Files of type:
Cancel

You can then view the data in your selected file.



APPENDIX B: FEED DEFINITIONS

Statutory Requirements

The methods for taking samples of feedingstuffs are set out in the Sampling and Analysis Regulations 2005. The taking of samples in compliance with this regulation would enable formal enforcement action to be taken by the feed authority if necessary; such samples are often referred to as “formal” samples. All other samples are “informal” samples except where they have been obtained from a complainant in which case they are complaint samples.

Durability Date

These are set out in the Feedingstuffs Regulations 2005 Schedule 3 Paragraph 18 and should enter into the database as follows:

Use before dd/MM/yyyy (in that order)

Best before MM/yyyy (in that order)

APPENDIX C: HPS CONTACTS

HPS System Administrator

If you have any questions regarding the project please contact:

Lorna Dryburgh
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Craig Wallace
IT Systems Support Officer
mailto.Craig.Wallace@hps.scot.nhs.uk
Tel 0141 300 1411

HPS Environmental Health Consultants

If you have any questions or comments relating to the FSS, please contact:

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OR

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(Adviser in Environmental Health)
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Tel. 0141 300 1114

Postal Address

HPS
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Clifton Place
Glasgow
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APPENDIX C

Version Changes

- Version 4

- Option to Re Export
- Option to check batch information
- You can now filter on “Analysis Type”